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Fairmont State College

Community College

Catalog Supplement 1975-76

FAIRMONT STATE COLLEGE LIBRARY

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Statement of Catalog Policy

Students are responsible for becoming aware of official College requirements and meeting all requirements in this catalog, which should be studied and retained because it provides the best possible current information on practices and intentions of Fairmont State College.

While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar.

Each student should keep informed of current degree, curriculum and course requirements. Academic advisers and appropriate administrative officers of the College may be consulted for further information.

A student who enrolls at Fairmont State College will follow the provisions of the catalog in use at the time of his admission or any subsequent catalog providing he adopts all of the subsequent catalog. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would be not more than seven years from the date of first enrollment in college.

Any student who has interrupted his schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

All students seeking readmission as a result of academic suspension will be enrolled under the current catalog.

Policy on Equal Opportunity

Fairmont State College adheres in practice to the principles of **equal opportunity** and **affirmative action** which require that there shall be no differences in the treatment of persons because of race, religion, color, sex, age or national origin, and that access to facilities shall be available to all. This principle is applicable in the admission of students, all financial assistance and in their academic pursuits. It also is applicable in college-owned housing, in food services, extracurricular activities and all other student services. These principles are also a state policy adhered to by the College in employment and promotion of faculty and staff and in employment of students.

Fairmont State College

Community College

Catalog Supplement

1975-76

Volume 99 Number 2

FAIRMONT STATE COLLEGE LIBRARY

Calendar

First Summer Term 1975

June

9 Mon.	Registration
10 Tues.	Classes begin; last day for registration and/or to add classes
13 Fri.	Last day for making application for summer graduation
14 Sat.	Classes in session

July

4 Fri.	Classes not in session
11 Fri.	First summer session ends

Second Summer Term 1975

July

14 Mon.	Registration
15 Tues.	Classes begin; last day for registration and/or to add classes

August

15 Fri.	Second summer session ends

Fall Semester 1975

August

24 Sun.	Dormitories open 1 p.m.
25-26 Mon.-Tues.	Orientation
27 Wed.	Registration
28 Thurs.	Classes begin
29 Fri.	Last day for registration and/or to add classes

September

1 Mon.	Labor Day — Classes not in session
6 Sat.	Institutional Testing

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October

17 Fri.	Mid-Semester reports due; last day for making application for December graduation

November

26 Wed.	Thanksgiving recess begins 5 p.m.

December

1 Mon.	Classes resume 8 a.m.
6 Sat.	Institutional Testing
15-19 Mon.-Fri.	Final Examinations

Spring Semester 1976

January

12 Mon.	Dormitories open 1 p.m.
13 Tues.	Registration
14 Wed.	Classes begin
16 Fri.	Last day for registration and/or to add classes

March

5 Fri.	Mid-Semester reports due; last day for making application for May graduation
8-12 Mon.-Fri.	Spring vacation, classes not in session
15 Mon.	Classes resume 8 a.m.

April

16 Fri.	Good Friday, classes not in session

May

1 Sat.	Institutional Testing
10-14 Mon.-Fri.	Final Examinations
15 Sat.	Commencement 10 a.m.

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The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide-ranging continuing education and community service classes, is the largest of the West Virginia state colleges — largest in numbers of total full time enrollment and largest in number of annual graduates. With a student body that has tripled in size in the last ten years, the college has shown a steady growth in the numbers of students and the geographic area it serves and in the programs and facilities available. Addition of Fairmont Community College as a unit of Fairmont State College is further evidence of continuing progress and traditional service to the community, region and state.

An extensive building program has produced the Fine Arts and Technical-Education Building, Hunt-Haught Science Hall, expansion of the Student Center and renovation of the Administration Building. An addition to the Library more than doubled its size in 1973. Presently under construction is site development for a new field house and health and physical education building providing space for sports and spectator events as well as a modern and well-equipped teaching facility.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the college served as private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the college, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The college's 80-acre campus with its twelve major buildings is beautifully located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 27,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Regents, is governed by its President with the aid and advice of its Advisory Board, Citizens Advisory Council, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degree in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates, the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Pre-professional study is available in several fields, including medicine, dentistry, law and pharmacy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area, to the extent permitted by its financial and human resources and its assigned role in the state's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of career-technical programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the college's service region through the use of the mass media, regional educational centers, external degree programs and other forms of non-traditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding college costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the need of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.

- offering a variety of cultural, recreational and social activities to complement academic pursuits.

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970's. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the college. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the college's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides academic, occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a life-long process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit, in most instances, may be applied without loss of credit to a four-year baccalaureate degree program. Com-

munity college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community College unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

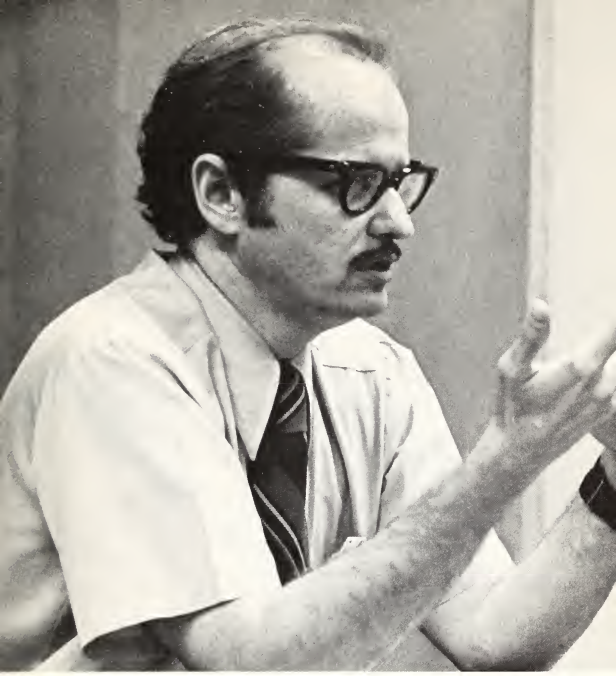
Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment and laboratories.

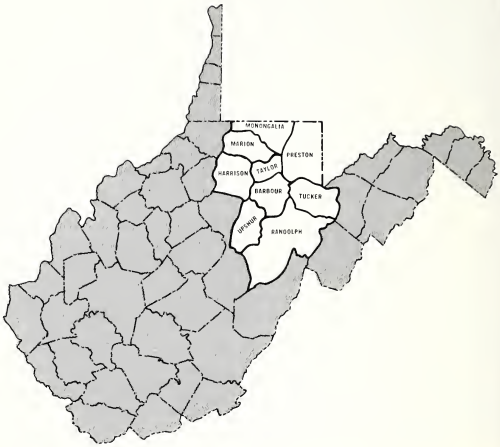
To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations—the North Central Association of Colleges and Secondary Schools and the National Council for Accreditation of Teacher Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, the American Association of Community and Junior Colleges, American Council on Education, National League for Nursing, American Library Association, West Virginia Library Association and West Virginia Press Association.



Faculty



REGIONAL COMPREHENSIVE COMMUNITY COLLEGE

The Governing Board
West Virginia Board of Regents

	Term Expires
F. L. Blair, M.D., Walker	1975
Edward H. Greene, *Secretary*, Lewisburg	1975
Albert M. Morgan, *Vice President*, Morgantown	1975
Elizabeth H. Gilmore (Mrs.), *President*, Charleston	1977
Okey L. Patteson, Mount Hope	1977
Frederick P. Stamp, Jr., Wheeling	1977
Earle T. Andrews, Berkeley Springs	1979
Amos A. Bolen, Huntington	1979
(Vacancy)	
Daniel B. Taylor, *State Superintendent of Schools*, Charleston (ex-officio)	
Ben L. Morton, *Chancellor*, Charleston	

Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Regents. The Board consists of nine members appointed by the Governor and confirmed by the Senate. The Chancellor is the chief executive officer of the Board and the chief executive officer of the state system of higher education. The State Superintendent of Schools is an ex-officio non-voting member.

Advisory Board
Fairmont State College
1975

	Term Expires
Harry J. Robbin, Wheeling	1976
Luther E. Berry, Bridgeport	1977
Delbert C. Smith, M.D., *Chairman*, Fairmont	1978
Ralph E. Doolittle, Jr., Fairmont	1979
Hays Webb, Fairmont	1980
James V. Gainer, M.D., Kingwood	1981
Edward W. Eardley, Charleston	1982

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Administration

President
Wendell G. Hardway, Ph.D.

Vice President for Administration
William P. Turner, Ph.D.

Vice President for Academic Affairs
William A. Boram, Ph.D.

Dean of Student Affairs
George E. Cannon, M.A.

Registrar and Administrative Assistant
Billy G. Dunn, Ed.D.

Director of Finance
K. Edward Grose, M.A.

Dean of Teacher Education
Harry T. Hadley, Ed.D.

Dean of the Community College
Paul E. Edwards, Ph.D.

Assistant to the Vice President for Academic Affairs
Harold Dean Peters, Ph.D.

Director of Admissions and Assistant Registrar
John G. Conaway, M.A.

Director of Library
Robert G. Masters, M.A.

Associate Dean of Student Affairs
Lois M. Laughlin, M.A.

Student Affairs Counselor
William D. Shaffer, M.A.

Student Affairs Counselor
William F. Julian, M.S.

Student Affairs Counselor
Blair Montgomery, M.A.

Student Affairs Counselor
Michele Stump, M.A.

Coordinator of Black Students
Carl M. Hunt, M.A.

Comptroller
Homer W. Cox, B.S.

Director of Public Relations and Alumni Secretary
Earl N. Straight, M.A.

Director of Athletics
Wilford R. Wilson, M.A.

Director of Student Health Services
Harry C. Fleming, M.D.

Director, Learning Resource Center
Charles M. Manly, M.A.

Director, Foundations Program
Elizabeth Balser, M.A.

Director, Computer Center
Edward E. Bock, II, M.S.E.E.

Academic Structure

Vice President for Academic Affairs,
William A. Boram, Ph.D.

Division of Commerce, Edgar N. Jaynes, M.B.A.

Busines Administration
Business Education
Economics

Division of Education, Glennis Cunningham, Ed.D.

Elementary Education
Secondary Education

Division of Fine Arts, Richard P. Wellock, M.A.

Art
Music
Speech
Drama

Division of Health, Physical Education, Recreation and Safety, David R. Bohnke, Ph.D.

Division of Language and Literature,
Byron Jackson, Ph.D.

English
French
German
Journalism
Library Science
Spanish

Division of Science and Mathematics,
William D. Ruoff, Ph.D.

Biology
Chemistry
Geology
Mathematics
Physical Science
Physics

Division of Social Sciences, Yu San Wang, Ph.D.

History
Geography
Philosophy
Political Science
Psychology
Sociology

Division of Technology, James A. Hales, Ed.D.,
Director and Chairman

Technology
Home Economics

Dean of the Community College,
Paul Edwards, Ph.D.

Director, Clarksburg Center
Robert Stemple, M.A.

Allied Health Technology

Medical Laboratory Technology, Sister Marguerite O'Brien, M.T. (ASCP), Coordinator
Nursing, Martha Miller, Ed.D., Director
Radiologic Technology, Vickie Brumage, R.T. (ARRT)

Business Technology

Accounting, Judith Y. Hoyer, M.S., Coordinator
Clerical and Medical Records, Doris W. Burns, M.A.; Nancy L. Horne, M.Ed.; Rose Cousins, (ART), A.M.R.A.
Commercial Design/Graphics, R. Barry Snyder, M.F.A., Coordinator
Electronic Data Processing, Joan Stewart, M.B.A., Coordinator
Food Service Management, Melva C. Hess, M.S., Coordinator
Radio-Television Communication, Charles G. Manly, M.A., Coordinator
Retail Management, G. Alan Gick, M.Ed., Coordinator
Secretarial, Doris W. Burns, M.A.; Nancy L. Horne, M.Ed., Coordinators

Engineering Technology, Lewis H. Herring, Ed.D., Coordinator

Construction
Drafting
Electrical, Electronic
Mechanical
Mining (civil or mechanical)
Power
Printing

General Studies, Robert M. Grattan, Ph.D., Coordinator

Public Service Technology

Community Service (social work), Charlotte T. Friend, M.S.W., Coordinator
Law Enforcement, Jack Clayton, A.B., Coordinator
Fire Protection & Safety, Robert Hall, A.B., Coordinator
Psychological Technology, Robert Bauer, Ph.D., Coordinator
Recreation Leadership, David R. Bohnke, Ph.D., Coordinator

Student Service Organizations

Fairmont State College maintains many services for all students with the objective of assisting each student to adjust to his college environment. The Office of the Dean of Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of each student. Such responsibilities include: health and food services, counseling center, freshman orientation, placement service, student employment, financial aid, student insurance, housing, social organizations, student government and bookstore services.

Student Identification Card

All students enrolled for eight or more hours of credit must have an identification (I.D.) card. This card is used as identification for and admission to school activities. The picture for the card will be taken at the time of pre-registration in the summer or in the fall for students who do not pre-register. The student pays $1 for the card, which is good for the entire period of attendance. It must be validated in the Office of Student Affairs each summer.

Student Counseling Service

The Student Counseling Service operates for the purpose of providing a setting whereby students may, with the help of a professional counselor, seek realistic decisions pertaining to academic-vocational or personal-social problems. The counselors are professionals trained in clinical practice and counseling psychology. All student records are treated as confidential information and set apart from other records of the college. No information is released on or off campus without the knowledge and written consent of the student. Students utilize the services on a strictly voluntary basis.

Career Guidance

Career counseling is available for any student who desires help in making a career selection, whether he is seeking reference information or obtaining vocational testing. A vocational library and guidance service are maintained for each student's use. An ultimate goal of the college is to help the student to better understand himself and his life's goals.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students.

American College Testing Program (ACT). This test is required of all full-time entering Freshmen. Registration for classes is contingent upon completing this test.

College Level Examination Program (CLEP). This test is available for students to obtain credit in specific courses. It is given the third week of each month. Information and applications are available in the Office of Student Affairs.

Graduate Record Examination (GRE). This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the Senior year.

National Teachers Examination (NTE). This test is required of students graduating with a Bachelor of Arts Degree in Education. These students must take the examination during the final semester or term of their Senior year.

Housing

Pence Hall is a modern dormitory providing living quarters for 132 men and a full-time resident director. It is located on the hill above the main portion of the campus and commands a splendid view of much of the campus and surrounding area.

Three modern, conveniently located residence halls are available for women. On campus are two dormitories—Morrow Hall, which was built in 1922 and renovated and refurnished in 1959, and North Hall which was completed in September, 1964. Morrow Hall provides living quarters for 122 women and a full-time resident director, and North Hall provides quarters for 150 women and a full-time resident director.

All residence halls feature built-in wardrobes, study desks, and book shelves. Within each residence hall there are facilities which create a homelike atmosphere. Included are lobbies, lounging and recreational areas, vending machines, and coin-operated laundry equipment.

Fees charged for residence in campus dormitories are listed under Residence Hall expenses.

Standards for Residence Hall Life

1. All unmarried freshman students who do not commute, or who do not reside with their families, are required to reside in a living-learning

center of college housing so long as space is available.

2. All residence hall assignments are made for the entire academic year; and a student may not move or transfer from any residence hall, state or privately owned, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with spouse.
3. Applicants for room reservations must pay an $80 deposit at the time of application; this fee will be credited to the applicant's room rent account. Notice of cancellation must be received by the Office of Student Affairs, Housing, by June 15 or the $80 deposit is forfeited. A $20 breakage fee shall be deposited at the time of registration; this fee, less any damages, will be returned at the time of withdrawal from the residence.
4. All applicants for rooms and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in residence hall handbooks.
5. The College reserves the right to limit to a certain class (freshmen) the dormitory rooms under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls under the control of the College.
7. Students who live in Pence, Morrow, or North Hall must buy a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven or more consecutive days will not be charged for meals, provided that the Food Service Director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence during a term or semester, or to students withdrawing during a term or semester.
9. Room rental must be paid in full for a semester on or before registration day, and a meal ticket for half-semester or semester must be paid for on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.

11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student Handbook*.
12. Any residence hall student who is suspended or expelled from Fairmont State College for disciplinary reasons or any student who is given a choice of withdrawing from the College or appearing before the Hearing Board and who chooses to withdraw voluntarily instead of appearing before the Hearing Board, shall lose all rights to a refund of any tuition, fees, residence hall rent, or other payment made to the College.

Placement Service

A job placement service is available in the Office of Student Affairs to all persons graduating from the college. All seniors are urged to register prior to graduation. Alumni who hold degrees or certificates are welcome to register. Assistance in placement in all fields of employment is offered.

Freshmen Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic program, various student activities, and student welfare in general. After scheduling classes, they become formally registered for their first semester of college work. Throughout the orientation period, freshmen are assisted and guided by trained student counselors who are sympathetic to the individual problems of students.

General Student Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook*.

Student Automobile Regulations

Because of the large number of cars used by students, traffic on the college campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

All motor vehicles operated by students must be registered and properly identified by campus registration stickers.

Freshmen living in campus dormitories are not

permitted to bring cars to the campus. All students living off campus, either at home or in college approved housing, and within one-half mile of the campus will not be permitted to park on campus during school hours.

Failure to comply with motor traffic regulations will result in the loss of parking privileges. In certain cases, parking illegally will result in the vehicle being towed away. Persistent violators and those who refuse to comply with requests on notices will be subject to having the car immobilized. Each student using a vehicle on the campus is expected to be familiar with the traffic regulations.

Special reference should be made to the published handbook *Parking Regulations.*

Health Service

A physician and two registered nurses are available to examine and advise students in matters pertaining to their health. On school days from 8 a.m. until 7 p.m., a nurse is available in the college clinic in the Colebank Gymnasium for first aid and for the treatment of minor aliments of students and faculty. The college physician has regular campus office hours.

Group student hospital insurance is available to all full-time students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of College in the fall.

Food Service

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Menus of a variety of foods are carefully planned to provide nutritive diets with an attractive serivce at a reasonable price.

Student Center Building

The Student Center is a modern, spacious building centrally located on the campus.

On the ground floor, a large area has been provided for the Bookstore and recreational rooms. The recreational rooms are available to students for playing pool, ping pong, chess, checkers and watching television. The campus snack bar is located on the second floor, providing fountain service, soft drinks, coffee, cigarettes and confections. Also on this floor are the Center business offices for staff members and three study areas for the students. A check cashing service is available from 8 a.m. until noon and 1 p.m. until 4 p.m. for students only. The top floor

contains the ballroom with facilities for events such as teas and receptions. All facilities of the Student Center are available to student groups for meetings, parties, dances and other social affairs.

Bookstore

The Bookstore is located on the ground floor of the Student Center. All books, stationery, school supplies and various equipment that students need for classes may be purchased here. Also found here are items such as greeting cards, college jewelry, sweat shirts, jackets and various other items commonly sought on every campus.

Subscriptions for many magazines and a daily photo service are available. Stamps may be purchased and packages weighed for mailing. A printing service for napkins and match covers is available to college organizations.

Library Services

The library occupies the second and third floors of the Library/Learning Resources Center Building. The library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the library may be secured through interlibrary loan.

The library presently contains some 130,000 volumes and subscribes to 605 periodicals. Many books and journals are maintained in microform for which the library provides appropriate reading facilities. As a selective depository for U.S. government documents, the library houses a collection of 8,500 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the library. All library materials are shelved in open stacks and are directly accessible to students and faculty.

The library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the library is open to encourage and assist individuals in their pursuit of information.

The learning resources center occupies the first floor of the building and is responsible for coordinating the application and use of educational technology for the campus. Specialized facilities for the production of films, slides, transparencies and graphic materials as well as recording and television studios are a part of the center. A large educational film rental library is also maintained by this facility.

Student Government Organizations

The Student Government Organization is composed of all students regularly enrolled in Fairmont State College. All of its officers are students and all business is conducted by them. Through this organization student programs and many other activities are undertaken. A student activity fee is collected from all students to cover the cost of student activities. It entitles the student to attend all athletic contests, major dramatic productions and other special programs and to copies of the college newspaper and yearbook.

Student Government

Student Government is the executive board of the student government organization. It consists of five student body officers, all class presidents and vice presidents, four Representatives-at-Large and chairman of the Student Government Advisory Council.

Student Government regulates all student matters which do not fall under the jurisdiction of the faculty and administration and constitutes a medium for expressing the student opinion on matters of general interest and strengthens the cordial relations existing between the faculty and students.

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Several standardized comprehensive tests are essential for special groups of students.

American College Testing Program (ACT). This test is required of all full-time entering Freshmen. Registration for classes is contingent upon completing this test.

College Level Examination Program (CLEP). This test is available for students to obtain credit in specific courses. It is given the third week of each month. Information and applications are available in the Office of Student Affairs.

Graduate Record Examination (GRE). This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the Senior year.

National Teachers Examination (NTE). This test is required of students graduating with a Bachelor of Arts Degree in Education. These students must take the examination during the final semester or term of their Senior year.

Housing

Pence Hall is a modern dormitory providing living quarters for 132 men and a full-time resident director. It is located on the hill above the main portion of the campus and commands a splendid view of much of the campus and surrounding area.

Three modern, conveniently located residence halls are available for women. On campus are two dormitories—Morrow Hall, which was built in 1922 and renovated and refurnished in 1959, and North Hall which was completed in September, 1964. Morrow Hall provides living quarters for 122 women and a full-time resident director, and North Hall provides quarters for 150 women and a full-time resident director.

All residence halls feature built-in wardrobes, study desks, and book shelves. Within each residence hall there are facilities which create a homelike atmosphere. Included are lobbies, lounging and recreational areas, vending machines, and coin-operated laundry equipment.

Fees charged for residence in campus dormitories are listed under Residence Hall expenses.

Standards for Residence Hall Life

1. All unmarried freshman students who do not commute, or who do not reside with their families, are required to reside in a living-learning

center of college housing so long as space is available.

2. All residence hall assignments are made for the entire academic year; and a student may not move or transfer from any residence hall, state or privately owned, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with spouse.
3. Applicants for room reservations must pay an $80 deposit at the time of application; this fee will be credited to the applicant's room rent account. Notice of cancellation must be received by the Office of Student Affairs, Housing, by June 15 or the $80 deposit is forfeited. A $20 breakage fee shall be deposited at the time of registration; this fee, less any damages, will be returned at the time of withdrawal from the residence.
4. All applicants for rooms and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in residence hall handbooks.
5. The College reserves the right to limit to a certain class (freshmen) the dormitory rooms under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls under the control of the College.
7. Students who live in Pence, Morrow, or North Hall must buy a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven or more consecutive days will not be charged for meals, provided that the Food Service Director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence during a term or semester, or to students withdrawing during a term or semester.
9. Room rental must be paid in full for a semester on or before registration day, and a meal ticket for half-semester or semester must be paid for on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.

11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student Handbook*.
12. Any residence hall student who is suspended or expelled from Fairmont State College for disciplinary reasons or any student who is given a choice of withdrawing from the College or appearing before the Hearing Board and who chooses to withdraw voluntarily instead of appearing before the Hearing Board, shall lose all rights to a refund of any tuition, fees, residence hall rent, or other payment made to the College.

Placement Service

A job placement service is available in the Office of Student Affairs to all persons graduating from the college. All seniors are urged to register prior to graduation. Alumni who hold degrees or certificates are welcome to register. Assistance in placement in all fields of employment is offered.

Freshmen Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic program, various student activities, and student welfare in general. After scheduling classes, they become formally registered for their first semester of college work. Throughout the orientation period, freshmen are assisted and guided by trained student counselors who are sympathetic to the individual problems of students.

General Student Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook*.

Student Automobile Regulations

Because of the large number of cars used by students, traffic on the college campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

All motor vehicles operated by students must be registered and properly identified by campus registration stickers.

Freshmen living in campus dormitories are not

permitted to bring cars to the campus. All students living off campus, either at home or in college approved housing, and within one-half mile of the campus will not be permitted to park on campus during school hours.

Failure to comply with motor traffic regulations will result in the loss of parking privileges. In certain cases, parking illegally will result in the vehicle being towed away. Persistent violators and those who refuse to comply with requests on notices will be subject to having the car immobilized. Each student using a vehicle on the campus is expected to be familiar with the traffic regulations.

Special reference should be made to the published handbook *Parking Regulations.*

Health Service

A physician and two registered nurses are available to examine and advise students in matters pertaining to their health. On school days from 8 a.m. until 7 p.m., a nurse is available in the college clinic in the Colebank Gymnasium for first aid and for the treatment of minor aliments of students and faculty. The college physician has regular campus office hours.

Group student hospital insurance is available to all full-time students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of College in the fall.

Food Service

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Menus of a variety of foods are carefully planned to provide nutritive diets with an attractive serivce at a reasonable price.

Student Center Building

The Student Center is a modern, spacious building centrally located on the campus.

On the ground floor, a large area has been provided for the Bookstore and recreational rooms. The recreational rooms are available to students for playing pool, ping pong, chess, checkers and watching television. The campus snack bar is located on the second floor, providing fountain service, soft drinks, coffee, cigarettes and confections. Also on this floor are the Center business offices for staff members and three study areas for the students. A check cashing service is available from 8 a.m. until noon and 1 p.m. until 4 p.m. for students only. The top floor

contains the ballroom with facilities for events such as teas and receptions. All facilities of the Student Center are available to student groups for meetings, parties, dances and other social affairs.

Bookstore

The Bookstore is located on the ground floor of the Student Center. All books, stationery, school supplies and various equipment that students need for classes may be purchased here. Also found here are items such as greeting cards, college jewelry, sweat shirts, jackets and various other items commonly sought on every campus.

Subscriptions for many magazines and a daily photo service are available. Stamps may be purchased and packages weighed for mailing. A printing service for napkins and match covers is available to college organizations.

Library Services

The library occupies the second and third floors of the Library/Learning Resources Center Building. The library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the library may be secured through interlibrary loan.

The library presently contains some 130,000 volumes and subscribes to 605 periodicals. Many books and journals are maintained in microform for which the library provides appropriate reading facilities. As a selective depository for U.S. government documents, the library houses a collection of 8,500 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the library. All library materials are shelved in open stacks and are directly accessible to students and faculty.

The library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the library is open to encourage and assist individuals in their pursuit of information.

The learning resources center occupies the first floor of the building and is responsible for coordinating the application and use of educational technology for the campus. Specialized facilities for the production of films, slides, transparencies and graphic materials as well as recording and television studios are a part of the center. A large educational film rental library is also maintained by this facility.

Student Government Organizations

The Student Government Organization is composed of all students regularly enrolled in Fairmont State College. All of its officers are students and all business is conducted by them. Through this organization student programs and many other activities are undertaken. A student activity fee is collected from all students to cover the cost of student activities. It entitles the student to attend all athletic contests, major dramatic productions and other special programs and to copies of the college newspaper and yearbook.

Student Government

Student Government is the executive board of the student government organization. It consists of five student body officers, all class presidents and vice presidents, four Representatives-at-Large and chairman of the Student Government Advisory Council.

Student Government regulates all student matters which do not fall under the jurisdiction of the faculty and administration and constitutes a medium for expressing the student opinion on matters of general interest and strengthens the cordial relations existing between the faculty and students.

Student and Faculty Social Cabinet

The Student-Faculty Social Cabinet is composed of representatives of students and faculty under the chairmanship of the vice president of the Student Government. The campus social program for the school year is arranged through this cabinet.

Interfraternity-Panhellenic Council

The Interfraternity-Panhellenic Council is an organization of all Greek letter social organizations. It governs the joint activities of the social fraternities and sororities.

Class Organizations

Each academic class has assigned activities and operates through its officers and the student government.

Clubs and Honor Societies

Fairmont State College students have organized a number of clubs and honorary organizations for the promotion of interest in various subject matter fields, for the recognition of outstanding achievement in various campus activities and for general social purposes. A list of the currently active organizations of this character follows

Clubs

American Chemical Society (FSC)
American Home Economics Assn. (FSC)
Associated Women Students
Behavioral Sciences Club
Black Student Union
Engineering Technology Society
Fellowship of Christian Athletes
Lettermen's Club
Masquers (Drama)
Men's Interfraternity Council
Music Educators National Conference
Newman Club
Student Education Association
Student Nurses Association
Independents
Industrial Arts Club
Interfraternity Panhellenic Council
International Relations Club
Inter-Varsity Christian Fellowship
Intramurals
Veterans' Association
Wesley Foundation
Women's Panhellenic Council
Young Democrats
Young Republicans

Honoraries

Alpha Alpha Alpha (Business)
Alpha Phi Gamma (Journalism)
Alpha Psi Omega (Drama)
Beta Beta Beta (Biology)
Blazers (Senior Women)
Delta Sigma Rho-Tau Kappa Alpha (Forensics)
Epsilon Pi Tau (Industrial Arts)
Flames (Junior Women)
Kappa Delta Pi (Education)
Kappa Gamma (Debate)
Kappa Pi (Art)
Lambda Delta Lambda (Physical Science)
Mu Alpha Tau Eta (Math)
Phi Epislon Chi (Women's Phys. Ed.)
Pi Gamma Mu (Social Science)
Pi Kappa Phi (Foreign Language)
Sigma Alpha Iota (Women's Music)
Sigma Tau Delta (English)

Social Organizations

Fairmont State College students have organized and maintained a number of social fraternities and sororities. These organizations provide a medium for social activities and social training.

They are regulated by the Interfraternity and Women's Panhellenic Councils and the Interfraternity-Panhellenic Council, which strive toward high standards of scholarship and leadership among the groups and toward developing a good college spirit.

These organizations are listed below:

Fraternities

Alpha Phi Delta (National)
Sigma Pi (National)
Sigma Tau Gamma (National)
Tau Beta Iota
Tau Kappa Epsilon (National)
Theta Xi (National)

Sororities

Alpha Xi Delta (National)
Delta Zeta (National)
Phi Mu (National)
Sigma Kappa (National)
Sigma Sigma Sigma (National)

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs are posted on a bulletin board in the Administration Building.

Organized groups on campus are the Newman Center sponsored by the Roman Catholics, the Wesley

Foundation sponsored by the United Methodist, United Presbyterian, Presbyterian U.S., Christian (Disciples of Christ) and Episcopal Churches as United Ministeries in Higher Education, and the Intervarsity Christian Fellowship. Services of ministers are available to the campus at all times through the Associates in Campus Ministry. The Associates serve as the liaison for religious interests with the Administration.

Publications

The Columns, the student newspaper, is published weekly throughout the regular college year with the exception of examination and vacation periods. The Publications Board, representing students and faculty, approves the selection of staff members from a list presented to the Board by the faculty adviser. Consideration is given to those students who have done acceptable work in journalism or who have had practical experience on publications. Named for the eight stately columns at the front of the Administration Building, *The Columns* is financed by student fees and advertising.

The Mound is published annually by the students. The administrative officers of the staff are approved by the Publications Board from a list presented to the Board by the faculty adviser. All phases of college life are depicted in the annual, largely by pictures. Named from an historic spot on a former campus, *The Mound* is financed by student fees and advertising.

The Student Handbook, compiled annually under the direction of the Student Council, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building, carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Dean of Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult bulletin boards daily for important announcements.

Music Organizations

The Fairmont State College Marching and Concert Band is a uniformed band which presents concerts in Fairmont and other communities. This organization is open to both men and women.

The musical organizations of Fairmont State College—the Chorus and the Collegiates—provide op-

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portunities for students interested in group singing. These groups present programs at the College assemblies, in neighboring communities, and on the radio. They also give annual public concerts. The Chorus is open to all students, but the "Collegiates" is composed of selected members of the College chorus. Operas are produced annually. The College-Community Symphony Orchestra is open to all students and members of the community.

Students may participate in college ensemble programs including the Stage Band and String, Brass, Woodwind, and Vocal Advanced Ensembles.

Forensics

(Public Speaking and Debate Activities). Traditionally Fairmont State College offers a varied program for all students interested in public speaking and debate. Participation in all of these activities is open to any student at Fairmont State College.

Intercollegiate Debate. The Intercollegiate Debate Squad annually participates in 15 to 25 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations and conducts the annual Fall Debate Workshop of the West Virginia Intercollegiate Speech Association.

Public Speaking. Students may participate in intercollegiate contests in oratory, extemporaneous speaking, persuasive speaking, student congress, and group discussion.

Theater

Fairmont State College traditionally offers an active theater program for both the theater-goer and participants.

Masquers. The Masquers, since 1923 the student theatrical production organization, present four major plays of varied styles and periods usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed, and supervised by the Speech and Drama Department faculty. Acting roles and positions on production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in the Masquers club is open to the student body and is earned through participation with the college theatrical productions.

Summer Theater. Since 1960, the Masquers Town and Gown Players have presented four major plays during the summer semesters. Students enrolled in Summer Theater (Drama 321-322) and Children's Theater (Drama 340) work along with members of the Resident Company (selected experienced students receiving a grant for full-time technical work and acting) and interested members of the community to bring a season of light summer theater fare (comedies, musicals, and children's plays) to northern West Virginia theater-goers and to provide a cultural, recreational and educational outlet for all participants. Plays are directed, designed and supervised by the Speech and Drama Department faculty and guest directors. Acting roles and positions on production crews are open to the public as well as the students, faculty and staff at Fairmont State College.

Masquers, Jr. At least one play during the fall or spring semesters is presented, on tour or on campus, for a children's audience. It is produced in conjunction with Drama 340, Children's Theater Practicum, but participation through acting roles and production crews is often open to the student body.

Studio Theater. Student directed and faculty directed one-acts are presented in the studio theater (Room 314 FA). Acting roles and positions on production crews are open to the student body.

Honorary. Here in 1925 under the guidance of Dr. Paul F. Opp, Alpha Psi Omega, the national collegiate drama honorary had its beginning. Also here and under the guidance of Paul F. Opp, Delta Psi Omega, the national junior college drama honorary, and the Thespians, the national high school drama society, had their beginnings. Membership in the Alpha Cast of Alpha Psi Omega is earned through participation in collegiate productions. Since Spring 1969, the Alpha Cast of Alpha Psi Omega has sponsored the Annual Alpha Awards for outstanding performances during the fall and spring Masquers and studio theater productions.

Readers' Theater. The Fairmont State College Readers provide readers' theater presentations at least once a semester in conjunction with Drama 221-222, 223. These performances are open to the public. Also, an active program in intercollegiate oral interpretation is offered.

M. M. Neely Oratory Contest. Interested students may compete with original oratory for cash awards in the annual M. M. Neely Oratory Contest held in May.

Radio and Television

"Campus Highlights," a bi-monthly radio program, is produced by the Radio/TV area of the Speech and Drama Department. It has been a regular feature of Radio Station WMMN since 1929. These programs are for the most part student productions. Any student at Fairmont State College may take part in the "Campus Highlights" series.

Several broadcast courses are offered which allow the student to become familiar with all major aspects of the educational and commercial broadcast industry. Complete audio and video tape facilities are available in a "learning laboratory" for those students involved in any of the various radio-television classes. For further information contact the Chairman of the Speech and Drama Department in Room 309 FA.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Teams, contests, and various activities are organized for competitive play among the various groups and organizations. The pool is open for intramural and recreational swimming at certain times. Such facilities as the conditioning room are open for individual and group participation. This is under the supervision of staff members who direct the overall program. Individual

participation with selected equipment is offered for those interested and concerned with their own development, and not with team participation.

The intramural program includes the following activites: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul throwing.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program in football, basketball, baseball, cross country, golf, tennis, soccer, swimming, bowling, track, and wrestling. There are fine indoor and outdoor facilities and equipment for physical education and recreation. Every young man in college is free to participate in any one or more of the intercollegiate sports and in all recreational activities. The intercollegiate athletic program for women includes tennis, basketball, hockey, volleyball, softball, and swimming.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics. He is assisted in the planning of the program by an athletic committee of the general faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation, and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

1. The ultimate responsibility for the conduct of the athletic program rests with the President.
2. The members of the coaching staff are regular members of the faculty and have the same professional status, qualifications, salaries, and tenure as other faculty members.
3. Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

4. The award of scholarships, student loans, and student employment to an athlete is made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.
5. All athletic funds are handled by the Business Manager of the College. An audit of the receipts and disbursements of these funds is made annually by the auditors of the West Virginia Tax Commissioner for the benefit of the West Virginia Board of Regents and other interested parties.
6. The College does not bring prospective athletes to the campus for tryouts, nor does it pay the expenses involved in college visitations by such persons.
7. An effort is made to compete only with colleges having similar educational and athletic policies.
8. Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At Recognition Day exercises, held near the close of each college year, awards are granted to students for outstanding achievements in various campus activities. Among these awards are the following:

For outstanding achievements in scholarship, leadership, service, and character, gold keys are presented to the Outstanding Seniors, selected by a faculty-student committee; certificates to the seniors elected to Who's Who Among Students in American Colleges and Universities; American Legion Medals to a senior man and senior woman; MENC plaques presented to outstanding senior and freshman music majors.

Medals and other prizes are presented to outstanding students in business administration, science, secretarial practices; cash awards by the Fairmont Woman's Club to the best freshman writer, to the most worthy senior girl by the American Association of University Women's Club through their Edna Earl Lowe Memorial fund, the Kappa Delta Pi—SEA award for the outstanding graduating seniors in elementary and secondary education. The Blazers, senior women's honor society, and Flames, junior women's honor society, announce at this time the names of the women of the junior class and sophomore class elected to these organizations.

Athletic awards are usually made during special sessions at athletic contests or at the annual athletic banquet.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Friday evening and continue through Saturday and include a parade, dinner banquet, business session and dance. During commencement weekend the class of 50 years ago return to the campus for a day's visit and dinner as guests of the Alumni Association and the college. This group of alumni who graduated 50 years ago or

more automatically become members of the Emeritus Club. The unit was formed in 1963.

Information concerning the Alumni Association may be had by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia, 26554.

Admission Organizations

All students desiring admission to Fairmont Community College, whether directly from high school or as transfer students from another college or university, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his ability.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited.

Since Medical Laboratory Technology, Radiology, and Nursing are selective programs, with limited enrollment, applicants should complete the ACT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

Provisional Admission of High School Juniors

Provisional admission will be granted high school juniors who have attained a 3.0 (B) average or better on at least 12 units of the college preparatory curriculum at the end of six semesters of high school work. Final admission may not be granted until graduation from high school.

Admission of Talented High School Students

Outstanding high school students may be admitted either in the summer following completion of their

junior year in high school or on a part-time basis during their senior year in high school if they meet the following criteria:

- Have completed the junior year of the college-bound curriculum of their high schools.
- Have B-plus, or better, averages on high school subjects in the college-bound curriculum.
- Have the recommendation of their high school principal.
- File applications for admission and submit transcripts of high school work.
- Pay regular college fees.

The credit earned under this arrangement is college credit and will be "stored" and granted to the student when he enrolls in college.

To qualify for English classes taught in high schools, seniors, must have the same potential as Fairmont State College freshmen given advanced standing in English (see ADVANCED STANDING). In estimating student potential, counselors can — at their own discretion — apply a number of evaluation tools. They can use, for example, the State-County Testing Educational Development Series to determine the approximate percentile rank of a senior who has not yet taken the ACT. If the student enrolls in another college, a transcript of the work will be forwarded to that institution. The decision as to whether advance standing credit is granted is, of course, left to the discretion of the receiving institution.

This program is not designed to interfere with the regular high school program. Rather, it affords an opportunity for superior students to accelerate their training if they so desire.

Admission by G.E.D. Test

Non-high school graduates may be admitted by completing the General Education Development Test. They must be veterans, persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. They will be admitted if they attain a standard score of 40 on each of the five parts of the General Education Development Test or an average standard score of 50 or above on the entire test. Such students must have no severe character or health defect. G.E.D. scores must be sent directly to the Director of Admissions from USAFI or from the testing center.

Foreign Students

To be admitted, foreign students must demonstrate proficiency in written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, administered by the Education Testing Service of Princeton, New Jersey, 08540. Information concerning this test can be secured through U. S. Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C., 20036.

The applicant must provide proof of adequate financial support. Such proof normally consist of a letter from an appropriate governmental or bank official showing that he has sufficient funds to defray the cost of his education while attending Fairmont State College and that these funds will be available to him in this country.

The applicant must also file an application for admission, a health form and an official transcript of all academic credits and grades. The transcript must be sent by the institution last attended. The application for admission may be secured by writing to the Director of Admissions, Fairmont State College, Fairmont, West Virginia, 26554.

Admission of Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student, whether he has earned credit or not. The college does not, under any condition, disregard college level credit earned elsewhere. Advance standing credit will not be granted for credit designated as occupational or non-transferable by the institution attended. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable.

To be admitted unconditionally as a transfer student one must present evidence that he is in good standing in every respect at the institution last attended, and ordinarily must have maintained a 2.0 (C) or better average on all college work previously attempted. Students who have been dismissed for academic or social reasons will not be eligible for unconditional admission.

Applications of students who do not meet the requirements for unconditional admission are considered on an individual basis by the Admission and Credits Committee. Factors such as quality of high school work, test scores, maturity, military service,

work experience, length of time out of school, size of quality point deficiency, etc. are weighed and, if warranted, probationary admission may be granted.

Transfer credits are posted on the permanent record as received. All grades received by a transfer student in the college or colleges which he has previously attended must be included in the calculation of his quality point average even though some of the grades do not represent courses for which credit can be granted. Grades earned in other institutions will not be used to make up a deficit of quality points in this institution.

To be official, a transcript must come directly from the issuing institution and must bear the official seal of the institution and the manual signature of the proper authority. The transcript should show the descriptive title of the courses, the year in which the work was done, the number of credits and the grades. Transcripts, when accepted, become the permanent property of the college and will not be returned to the student. Such transcripts should be sent at least two weeks prior to the opening of the semester or term.

General Admission Requirements for All Applicants

All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student. Such credentials include an official transcript of high school or college grades and an application for admission. The prospective student is responsible for the submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. If the student fails to register during the semester or term for which he has been admitted, he must file another application if he desires admission at a later date.

Any student admitted upon the basis of false and/or incomplete credentials will be subject to immediate dismissal from the college.

Admission does not guarantee housing. Separate applications for dormitory space must be submitted to Student Affairs.

Any changes in local addresses of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete including the address of a student's landlord.

American College Test

Fairmont State College requires the American College Test (ACT) of all applicants for admission. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either in August prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshman students who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four or five are required.

Physical Examination

All full-time students admitted to Fairmont State College, or who have been absent for two semesters, are encouraged to have a physical examination by their personal physician. This physical examination form will be sent to the student in time for the student to obtain the physical examination before reporting for the Orientation period.

Pre-registration

All freshmen and transfer students are urged to pre-register during the summer preceding enrollment. All new students are expected to pre-register unless they live at such a distance from Fairmont as to make a special trip an undue hardship. However, students who participate in the pre-registration program will be given priority in making schedules.

Transfer students who have been fully admitted may be pre-registered by coming to the campus at a time arranged with the Registrar. All transfer students should avail themselves of this opportunity since it simplifies the transfer process.

A pre-registration period for regularly enrolled students is scheduled each semester to insure students adequate schedules. All students must pre-register if they plan to re-enroll for the following semester or term.

Registration

At least two weeks prior to registration day an official transcript must be filed with the Director of Admissions for each incoming freshman and each transfer student.

All students are expected to complete registration on the days designated for this purpose at the beginning of each semester or term. Registration by proxy is prohibited. While all students are expected to register on time, late registration periods are permitted within prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Another Community College

The maximum credit accepted from a junior or community college accredited by the North Central Association of Colleges and Secondary Schools or other regional accrediting association cannot exceed 72 semester hours. No more than 64 semester hours may be accepted from junior or community colleges which are not regionally accredited. No credit will be allowed for courses completed in a junior or community college subsequent to attainment of junior or higher rank by the student.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they have obtained written permission from their advisers and instructors in the classes they desire to visit. No person who enrolls in any class as an auditor may in the same semester be considered as enrolled in this class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend classes as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

The College Level Examination Program (CLEP) is availabel to students who wish to receive credit for specific courses. Thirty-one different tests are offered for credit.

Students may take other special examinations to

qualify for credit in certain courses not offered by CLEP.

For further information about courses covered in this manner, students should contact Student Affairs personnel.

Applications must be made to the Registrar for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled or must have completed successfully one semester or summer session in Fairmont State College. The applicant must, in addition, establish eligibility in regard to his background in the area concerned. In order to gain college credit by special examination, the student must demonstrate better than average proficiency in the course. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of $3 for each special examination, if regularly enrolled at the time of taking the examination; otherwise the fee is $2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

First semester freshmen may establish course credit by examination in the following courses without the payment of special examination fees: English 104 — Written English — 3 hours; French 101 and 102 — Elementary French — 6 hours; Home Economics 101 — Principles of Clothing Construction — 2 hours; Home Economics 201 — Principles of Food Selection and Preparation — 3 hours. An additional condition necessary for the granting of credit is enrollment by the student in the next higher course.

Academic Credit for Military Service

Students with at least one year of military service may be granted a maximum of four semester hours credit which may be used to satisfy general studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on high school record and performance on the ACT, the Registrar will determine eligibility for advanced standing and credit in English and French as follows:

English — No semester grade of less than B in

each of four units of high school English and a standard score of 22 or higher on the English part of the ACT.

French — No semester grade of less than B in each of two or more units of high school French and a standard score of 22 or higher on the English part of the ACT. The student must also complete French 201 with a minimum grade of C.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered course from the sequence 116, 315, 316.

Students who complete a major or teaching field in French may establish credit for French 101 and 102 if they complete French 201 with a grade of C or better.

College Level Examination Program (CLEP)

The college offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English composition, humanities, mathematics, natural sciences, and social sciences-history. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations and procedures for applying for examinations, is available in the Student Affairs suite.

Summer Session

Fairmont State College offers a ten-week summer session made up of two terms of five weeks each. Requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates or in pre-professional courses should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, W. Va. 26554.

Preparatory Music and Art Programs

Music and art classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Contact the Fine Arts Division office.

Fees, Expenses and Financial Aid

Classification of Residents and Nonresidents

Students enrolling in a West Virginia public institution of higher education are classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision is based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence is subject to disciplinary action and charges of nonresident fees for each session attended.

Residence Determined by Domicile

Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration, provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions will be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student retains that classification as long as he enrolls each successive semester.

Emancipated Minor

An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support nor claim him as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

A student eighteen years of age or over may be classified as a resident if the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any nonresident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at

the time that he reaches the age of eighteen will continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence, in another state.

Change of Residence

An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his actions.

The designated institutional officer in making his determination will consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license.

Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state.

Proof of a number of these actions will be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy and that he customarily does not remain in the state when school is not in session.

Marriage

The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

Military

An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in

West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required.

The wife and dependent children of such individuals will also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

Aliens

An alien in the United States on a resident visa, or one who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

Higher Education Personnel

Full-time employees of the West Virginia Board of Regents and the institutions under its jurisdiction, full-time ROTC personnel assigned to the institutions, and their spouses and dependent children, shall be considered West Virginia residents for the purpose of the payment of tuition and fees.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as he determines necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees:

The regulations of the West Virginia Board of Regents provides that: "No financial credit of any type shall be extended to any individual either student or other, at any state college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in

full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment fee of $10 will be charged on all registrations not completed on regular registration days. A bad check service charge of $10.00 will be made on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration cancelled until the check has been redeemed and the additional charge paid.

Enrollment Fees Per Semester—On Campus

	W. Va. Resident	Non-Resident
Full-time student (12 or more hours)	$149	$599
11 hours	130	548
10 hours	122	502
9 hours	114	456
8 hours	106	410
7 hours	64	330
6 hours	56	284
5 hours	48	238
4 hours	40	192
3 hours	32	146
2 hours	24	100
1 hour	16	54

Enrollment Fees Per Semester—Off Campus

	W. Va. Resident	Non-Resident
Full-time student (12 or more hours)	$100	$550
11 hours	88	506
10 hours	80	460
9 hours	72	414
8 hours	64	368
7 hours	56	322
6 hours	48	276
5 hours	40	230
4 hours	32	184
3 hours	24	138
2 hours	16	92
1 hour	8	46

Total hours must be taken off-campus in order to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

Summer Session

Summer School is divided into two five-week sessions. Tuition and Registration Fees are determined by the number of hours for which a student is enrolled each term and whether he is a West Virginia resident or non-resident.

Cost of Each Summer Session

No. of Hours Enrolled	W. Va. Resident	Non-Resident
6 hours	$61.00	$219.50
5 hours	57.00	196.25
4 hours	53.00	173.00
3 hours	38.00	125.75
2 hours	29.00	87.50
1 hour	20.00	49.25

A receipt received at the time of payment will in-

clude an itemized statement of tuition and registration fees. A copy of the breakdown on tuition and registration fees may also be obtained in advance upon request.

Special Fees:

Late Registration Fee: (One to five days)	10.00
Graduation Fee (Inc. cap and gown)	10.00
Freshman Orientation Fee	1.50
Transcript Fee (First Transcript is furnished free)	1.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

Pre-registration Fee

New students, transfer students, or students returning after a semester absence or longer are charged a service fee of $4 as they pre-register. This fee is not refundable.

Refund Policy for Tuition and Fees:

A student who withdraws regularly from the college may arrange for a refund of his fees in accordance with the following schedule. Refunds are determined from the first day of the school term which begins officially with Freshman Orientation Week. The official withdrawal date is certified by the Registrar.

Semester

During first and second weeks 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week .....No Refund

A Summer Term

During first day 90%
During second day 70%
During third day 70%
During fourth day 50%
During fifth day 50%
Beginning with second week .....No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, North, Pence Halls ....$245.00 plus tax

**The term "resident" refers to classification for fee purposes only.*

Board:
All residents of Morrow, North, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall . . . . . $360.00 plus tax
(May be purchased twice in a semester @ $180.00 plus tax)

Breakage Fee:
This fee, less charge for any damage, is returned at the end of occupancy period . . . . . $ 20.00

Key Deposit:
This is returned when the student vacates his room or apartment and returns his key . . . . . $ 1.00

Social Fee:
The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, *TV Guide,* television cable, Christmas party, and various other expenses of the hall . . . . . $ 5.00

All rates are subject to change without notice.

Payment of Room and Board

Residence hall rent plus tax and a twenty-dollar breakage fee must be paid on or before registration day. Board plus tax must be paid in advance of specified dates either on a semester or half-semester basis.

Room rent plus tax, board plus tax, and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay an $80.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of $80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten per cent of available living space in any campus dormitory may be assigned to out-of-state students.

Loan Funds, Scholarships, Student Aid

The scholarship, loan, and student employment funds of Fairmont State College are available to worthy students who need assistance in meeting their college expenses. All funds are administered by the Financial Aid Committee, unless otherwise indicated. Applications for scholarships and loans should be made to the Office of Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy of Financial Aid

1. All academically capable students should attend college.
2. Any student who needs financial assistance should be willing to work part-time after the first semester's attendance at Fairmont State College.
3. Financial assistance is neither designed to support luxuries nor should a student expect assistance just because he wants to be married.
4. A student who remains in good standing academically should never need to leave school for financial reasons.
5. Financial assistance is not intended to replace the responsibility of the parents; it is intended to supplement that which the home can and should provide.

Determining Awards

Most of the financial assistance for which students may apply comes from Federal Government grants made to the College. The College does not have unlimited funds from these programs. The programs involved are:

1. National Direct Student Loan Program
2. Supplemental Educational Opportunity Grants
3. Basic Educational Opportunity Grant
4. College Work-Study Program
5. Nursing Student Loan

The method used by the College to determine the family contribution for the student's eligibility for the above named programs is the PCS (Parent's Confidential Statement).

Loans

The loan program at Fairmont State College serves three functions:

1. Supplement the assistance needed by scholarship students.
2. Provide assistance to students who do not qualify for a scholarship.

3. Provide emergency short-term loans (not to exceed 90 days) to students who need financial assistance for educational purposes.

To qualify for a loan a beginning student must:

1. Meet all entrance requirements as prescribed by the West Virginia Board of Regents and by Fairmont State College.
2. Provide evidence of financial need by completion of a prescribed application.
3. Transfer students must have an overall C average on all previous work.

Loans Available

The National Direct Student Loan Program. Any student interested in entering Fairmont State College and who can meet the qualifications listed may apply. Important facts pertaining to this loan are:

1. The loan funds are allocated by the Federal Government on a matching basis. The College must provide 10 percent of the total amount to be loaned each year. This amount is determined by the United States Office of Health, Education, and Welfare.
2. The College is limited as to how much it can lend each year.
3. An individual loan will be based on the actual need for basic expenses, tuition, room and board, book fees, etc. The maximum amount of a loan is determined by the student's total resources. A student having a loan will be expected to work, if needed, as a student employee on campus after one semester's attendance.
4. Repayment of principal, together with interest thereon, shall be made over a period commencing 9 months after the date on which the maker ceases to carry, at an institution outside the States approved for this purpose by the U. S. Commissioner of Education, at least one-half the normal full-time academic workload and ending 10 years and 9 months after such date. Interest of 3 per centum per annum shall accrue from the beginning of such repayment period. Repayment of principal, together with interest thereon shall be made in equal (or, if the maker so requests, in graduated installments determined in accordance with such schedules as may be approved by the lending institution and the Commissioner) quarterly, bi-monthly or monthly installments (as determined by the lending institution). The maker may at his option and without penalty repay all or any part of the principal, plus the accrued

interest thereon, at any time. In the event of a failure to meet a scheduled repayment of any of the installments due on this note, the entire unpaid indebtedness including interest due note, the entire unpair indebtedness including and accrued thereon, shall, at the option of the lending institution, become immediately due and payable. Interest shall not accure, and installments need not be paid during any period (A) during which the maker is carrying, at an institution of higher education or at a comparable institution outside the States approved for this purpose by the Commissioner, at least one-half the normal full-time academic workload or (B) not in excess of three years during which the maker (1) is on full-time active duty as a member of the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) of the United States, (11) is in service as a volunteer under the Peace Corps Act, or (111) is in service as a volunteer under Title VIII of the Economic Opportunity Act of 1965 (VISTA).

5. If the maker undertakes service after June 30, 1972, (A) as a full-time teacher in a public or other nonprofit private elementary or secondary school which is in a school district of a local educational agency which is eligible in such year for assistance pursuant to Title I of the Elementary and Secondary Education Act of 1965 and which for the purpose of this clause and for that year has been designated by the Commissioner in accordance with the provisions of Section 465 (A) (2) of the Act as a school with a high enrollment of students from low-income families. Or (B) as a full-time teacher of handicapped children (including mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, or other health-impaired children who by reason thereof require special education) in a public or other non-profit elementary or secondary school system for each complete year of such service the amount of this note shall be reduced at the rate of 15 per centum of the total principal amount of the loan plus interest thereon for the first and second year of such service, 20 per centum of the total principal amount plus interest thereon for the third and fourth year of such service, and 30 per centum of the total principal amount plus interest thereon for the fifth year of such service.
6. If, after June 30, 1972, the maker undertakes

service as a full-time staff member in a preschool program carried on under section 222 (A)(1) of the Economic Opportunity Act of 1964 (Head Start) which is operated for a period which is comparable to a full school year in the locality, and provided that the salary of such staff member is not more than the salary of a comparable employee of the local educational agency, the principal amount of this note shall be reduced at the rate of 15 per centum of the total principal amount of the loan plus interest thereon for each complete year of such service.

7. If, after June 30, 1972, the maker serves as a member of the Armed Forces of the United States, up to 50 per centum of the principal amount of this loan shall be reduced at the rate of 12½ per centum of the total principal amount of the loan, plus interest thereon, for each complete year of service in an area of hostilities that qualified for special pay under section 310 of Title 37, United States Code.
8. The maker is responsible for informing the lending institution of any change or changes in his address.
9. Application must be made by April 15.

Nursing Loan Program. Important facts pertaining to this loan are:

1. Limited to students in the Two-Year Nursing Program.
2. Interest rate during repayment the same as National Direct Student Loan Program.
3. Certain repayment cancellation regulations that we will specify later.

Fairmont State College Emergency Loan. An emergency loan not to exceed $300 and must be repaid within 120 days. The note must be co-signed by a parent or guardian. The applicant must have a C average or better and have attended Fairmont State College at least one semester. A processing charge in the amount of $2.00 or 2%, which ever is larger, will be made for the loan.

Federally Insured or Guaranteed Loans. These are educational loans made by banks to students. They may have different titles (in West Virginia it is currently called Federally Insured Loan, in Maryland it is Maryland Higher Education Loan Corporation) but the provisions are generally the same and are as follows:

1. An entering freshman must be fully admitted and

an upperclass student must be considered in good standing academically.
2. The parent or guardian must consent to the loan, but does not assume a financial obligation.
3. Loans are made by the student's home town bank.
4. Repayment begins the first day of the ninth month after graduation, after 30 days if not graduated.
5. The need analysis factor stated previously applies to this loan.

Supplemental Educational Opportunity Grant. This program provides grants of money from the Federal Government for those students showing the most financial need. Need is to be determined by the completion of a PCS (Parents Confidential Statement).

Basic Educational Opportunity Grant. The Basic Educational Opportunity Grant Program, more commonly known as Basic Grants, is a new program of student financial aid which was authorized by Title IV, Part A of the Education Amendments of 1972. This program provides for grants of $50 to $1050.

In order for a student to receive a Basic Grant, he must have been accepted for enrollment in, or be in good standing at an eligible institution of higher education which includes colleges, universities, vocational-technical schools, and hospital schools of nursing. Also, he must be enrolled on at least a half-time basis in an undergraduate course of study.

Award Process

1. A student will complete a Request for Determination of Family Contribution Form which collects only that data necessary for the calculation of Expected Family Contribution. These forms will be available at institutions of post secondary education, high schools, libraries, post offices, and other locations easily accessible to students.
2. Once the student completes the form, he will submit it to specified agencies contracting with the Office of Education to calculate the family contribution. These contractors will not exercise any discretion in the examination of the student-provided data but will simply make the mechanical calculation based on the formula specified in the Regulations for the Determination of Expected Family Contribution.
3. The contractors will then return to the student a multicopy notification of his expected family contribution. This document can then be submitted to the institution(s) of the student's choice.
4. The Office of Education will provide each eligible

school with the criteria for determining student costs for Basic Grant purposes and a payment schedule based on the available appropriation. This payment schedule will reflect the appropriate reduction language specified in the law.

5. The school will then be able to notify the student of the amount of his Basic Grant as well as develop the remainder of his financial aid package.
6. At the time that the student enrolls in the institution, the school will bill the Office of Education through the NIH payment system for the Basic Grant awards made to students.
7. These awards will be distributed through the institutions, which will be acting as disbursing agents.

Scholarships

Fairmont State College does not have sufficient scholarships to award to all academically deserving students in financial need. The Financial Aid Committee examines the applicant's academic background (high school transcript and ACT scores) first and then searches for evidence of financial need.

To be eligible for a scholarship, a student must:

1. Be a West Virginia resident and graduate of a West Virginia high school.
2. Meet all entrance requirements as prescribed by the West Virginia Board of Regents and by Fairmont State College.
3. Must rank in the upper 10 per cent of the high school graduating class.
4. Make application by April 15.

Fairmont State College Undergraduate Scholarship. These scholarships are for entering freshmen and they pay tuition and registration fees ($100 per semester) for four years so long as a satisfactory academic

average is maintained. The number to be awarded is determined by the school enrollment the previous year.

Claude Worthington Benedum Freshman Scholarship. These scholarships are for the freshman year only. The amount is $100 per semester so long as a satisfactory average is maintained. The number to be awarded each year is determined by the amount of money available.

Circle W Club Scholarship. Awarded annually to the outstanding academic student whose parent or legal guardian is a member of the Circle W Club of Local IUE 627. The recipient is to attend Fairmont State College and will receive $125 each semester for four semesters so long as a satisfactory academic average is maintained.

West Virginia Scholarship. These scholarships are not controlled by the College. Application blanks are available through the high schools and Awareness Counselors. The College is notified of the recipients by the West Virginia Board of Regents and receives a check for the student from the Regents' office. A recipient of the scholarship is not eligible for the Fairmont State College Undergraduate Scholarship. Applicants are urged to check with guidance counselors early in the school year about application procedure.

Part-time Employment

Opportunities are provided for many students who seek financial assistance through part-time employment. A registry of part-time jobs available on campus is maintained in the Financial Aid Office. On the college campus, students find employment in clerical work, library work, assisting instructors, kitchen and dining room work, maintenance, and other similar activities.

College Work-Study program

Student employment is based on the family financial situation. Eligibility for employment can be determined by completing a work-study application.

Summer full-time employment is available, but limited, on campus or in the home community through the Summer On — and Off — Campus Work-Study Program. The student working off-campus is sponsored by a non-profit agency. The number employed during the summer is determined by the Federal Government allocation to the College.

Academic Information

Degrees

Associate Degrees. Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.). The first 2 years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.). Intended as either a terminal degree or the first 2 years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.). Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs

Associate Degrees and Certificate Programs

	Degree Offered	Minimum Semester Hours Required
Allied Health Technology		
Medical Laboratory Technology	A.A.S.	70
Nursing	A.A.S.	70
Radiologic Technology	A.A.S.	75
Business Technology		
Accounting	A.S.	64
Clerical and Medical Records	A.S.	64
Clerical (one year certificate)		32
Commercial Design/Graphics	A.A.S.	64
Electronic Data Processing	A.S.	64
Food Service Management	A.A.S.	64
Radio-Television Communication	A.A.S.	64
Retail Management	A.A.S.	64
Secretarial (general, executive, legal, medical)	A.S.	64
Secretarial (one year certificate)		32

Engineering Technology (options)		
Construction	A.S.	75
Drafting	A.S.	75
Electrical-electronic	A.S.	75
Mechanical	A.S.	75
Mining (civil or mechanical)	A.S.	75
Power	A.S.	75
Printing	A.S.	75
General Studies	A.A.	64
Public Service Technology		
Community Service (social work)	A.A.S.	65
Law Enforcement	A.A.S.	64
Fire Protection & Safety	A.A.S.	64
Psychological Technology	A.A.S.	64
Recreation Leadership	A.A.S.	68

Bachelor of Arts and Bachelor of Science Degrees

The following Baccalaureate degrees are also granted by Fairmont State College upon completion of 128 credit hours.

		Minimum Semester Hours Required	
	Degree	**Major**	**Minor**
Art			24
Biology	B.S.	54	25
Business Administration	B.S.		
General	B.S.	39	18
Accounting		39	18
Economics		39	18
Office Administration		34	21
Electronic Data Processing			19
Chemistry	B.S.	64	
Chemistry	B.A.	54	19
Engineering Technology	B.S.	82	
English	B.A.	42	30
French			24
Geography			18
German			18
Health Science	B.S.	56	20
History	B.A.	30	18
Home Economics	B.S.	47	26
Journalism			16
Library Science			24
Math	B.A.	30	21
Math	B.S.	30	21
Music			27
Philosophy			15
Physical Education	B.S.	39	33
Physics			31
Political Science	B.A.	30	15
Psychology	B.S.		
General		37	18
Industrial Personnel		46	
Community Service		52	
Sociology	B.S.		
General		30	18
Social Work		42	
Speech and Drama			28

Bachelor of Arts in Education
Elementary Education Diversified 1-6 48
Early Education 20
Subject Specializations 4-8
Art 30
General Science 30
Home Economics 26
Industrial Arts 25
Language Arts 21
Mathematics 15
Social Studies 39
Oral Communications 26-27
Subject Specializations 7-9
Language Arts 24
Home Economics 28
Social Studies 42
Single Teaching Fields 7-12
Art 38
Biology 44
Business Education, Secretarial 38
Business Principles 39
Chemistry 34
English 36
Industrial Arts 43
General Science 35
Journalism 24
Mathematics 33
Physical Education 37
Physics 31
Oral Communication 29
Comprehensive Teaching Fields 7-12
Business Education 54
Home Economics, Vocational 42
Industrial Arts 62-67
Social Studies 59
Teaching Field K-12
Art 57
Health Education 31
Music 59
School Library Media 24
Special Education — Mental Retardation 21

Grading System

The following system of grading is used within the institution.

A — Superior, given only to students for exceptional performance.

B — Good, given for performance distinctly above the average in quality.

C — Average, given for performance of average quality.

D — Lowest passing grade for performance of poor quality.

F — Failure. Course must be repeated if credit is to be received.

FIW — Failure because of irregular withdrawal.

I — Incomplete, given to a student who misses a part of the course for a reason the instruc-

tor recognizes as a valid excuse for delay in completing the assignments. Unless the work missed is completed within a year from the date the mark is recorded, the I automatically changes to an F.

W — Withdrew.

WF — Withdrew Failing, from one class or from college.

WP — Withdrew Passing, from one class or from college.

CR — Credit. Does not affect quality points.

NC — No Credit. Does not affect quality points.

P — Pass, Successful Completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A — Four (4) quality points for each semester hour of credit.

B — Three (3) quality points for each semester hour of credit.

C — Two (2) quality points for each semester hour of credit.

D — One (1) quality point for each semester hour of credit.

A student's grade average is determined by dividing the number of his quality points by the number of credit hours he has scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing his grade average.

In order to be graduated, a candidate for a degree must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study.

It is the student's responsibility to keep informed of his quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions can not be used to make up a deficiency of quality points in this institution.

Credit-No Credit Option in Community Service Classes

Continuing education community service classes are intended primarily to serve the non-traditional college age (frequently older, sometimes younger) members of the community. Classes of cultural, vocational and general interest are open to all who feel they can benefit from them. There are no admission requirements for entering the classes and grading is on a credit or no-credit basis. However, some specified classes may be taken for credit towards a bachelor's degree and these are evaluated on the basis of a letter grade. The College takes pride in its commitment to making learning a lifelong process for all age groups.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All general studies requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year. Community Service courses begin with "0."

Assignments and Credits

Semester Load. Students must petition the Registrar for permission to carry more than 18 semester hours. To be eligible for permission, a student must have an overall B average or a B average for the preceding semester. Exceptions may be made if the student is in the last semester before graduation or before the initial performance practicum.

Late Registration Fees. See schedule of fees for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the college is to give priority to students who register on the dates for regular registration.

Schedule Changes. Students may not add new classes to their schedule after the period of registration has ended.

Wtihdrawal from College. A student desiring to withdraw from the College will apply at the Registrar's Office. Here forms will be obtained, which when completed with the proper signatures and returned to the Registrar's Office, will constitute an official withdrawal. The instructor records on the Final Grade Report to the Registrar, a W for students withdrawing during the first one-third of a semester or one-third of a summer term. In case the official drop notice is issued after one-third of the semester or term, the instructor will record either WP or WF at the end of the period of enrollment.

Withdrawal from Class. During the first third of a semester or term students may drop one or more classes with a grade of W being recorded. From the end of one-third of a semester to the end of two-thirds of a semester or term, students may drop one class only. A grade of W will be recorded for the dropped class. If additional classes are dropped during this period, grades of WF will be recorded. After the end of two-thirds of a semester or term, no withdrawals from individual classes may be made.

Repeating A Course. If a student earns a grade of D or F in any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated will be used in determining his grade point average. The original grade will not be deleted from the student's record. A student may not repeat a course in which he has earned a C or better.

Students who began college study prior to the fall semester of 1968 or students whose records include an original grade which was reactivated following the second repeat of a course must make application to the registrar to assure their coverage by this regulation.

Minimum Requirements for Graduation

A minimum 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one-year certificate. Students also must have completed at least 15 credit hours at Fairmont

State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Graduation With Honors

Associate degree and certificate candidates who maintain a grade-point avearge of 3.2 or better, will receive the designation of "With Honors" on their diplomas and "Honors" on the commencement program.

Application for Graduation

Candidates for graduation must make official application for a degree at least 45 days prior to commencement day. Applications are filed with the Registrar.

Assignment and Credits

Regularly enrolled students who desire to complete work at another accredited institution on a transient basis must secure written permission of the Registrar.

Attendance and Absences

Each student is responsible for familiarizing himself with the college absence policies which are published in the *Student Handbook*.

Adviser System

Each student is assigned an academic adviser when he enrolls at the college. When pre-registering or registering, the student should carefully and clearly indicate where required the assigned adviser's name and the adviser's number (if in doubt concerning correct adviser and/or adviser number, check with a member of the registrar's staff who will be present at registration).

The student must report any change in major or degree objective at any time after enrollment to the Assistant to the Vice President for Academic Affairs for adviser reassignment.

The student who is "undecided" or not ready to select a major or degree objective upon entrance will be assigned to an appropriate adviser. When the "undecided" student selects a major or a degree objective, he should report the change to the Assistant to the Vice President for Academic Affairs for assignment to an adviser in his major field.

The student should confer with his academic adviser on all matters relating to degree requirements, pre-registration, registration, and academic matters.

Foundations Programs

The Foundations Program is designed to provide instruction in those background skills that are fundamental to doing college level work successfully. The Foundations Program offers many services: a communications course, tutorial help in writing and reading skills, self-instructional materials in science and math, and a listening lab for foreign language and literature students. Students are able to benefit from tutoring and from various kinds of materials: filmstrips, tapes, language kits, programmed materials, reading machines, and learning packages. These services are available to all students on a voluntary, drop-in basis.

Foundations 101. Basic Communications Skills
two hours

Individualized instruction in building the fundamental skills necessary to effective writing, reading, listening, and speaking. Students demonstrating weaknesses in writing and/or reading will be encouraged to enroll in the course. Two hours of elective rather than general studies credit will be given. Grades will be assigned on the basis of credit or no credit.

Grade Reports

Grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at mid-semester and at the end of the semester. Mid-term grade reports are not made during summer school.

Probation and Suspension

- A student whose cumulative academic record shows a deficit of 10 or more quality points automatically is placed on probation.
- A student is removed from probation when he completely removes his grade point deficiency and achieves an average of 2.0 or better.
- A student, regardless of academic standing at the completion of the freshman year, will be permitted to enroll in the sophomore year (a student who has attempted 26 hours but not more than 57 hours of college work).
- A student who has been on academic probation for one semester or longer and who is 20 or more points deficient and classified as a sophomore or above will be suspended. The suspension list is compiled at the conclusion of each spring semester. The suspension period is one semester. Summer terms are not counted in the suspension period.
- While in attendance as a junior or senior (having attempted 58 semester hours or more) and having been on probation for one semester or longer and a quality point deficiency of 20 or more, a student is suspended.
- Suspension will be waived temporarily for anyone who wishes to attend either or both summer sessions immediately following notice of suspension. If the quality point deficiency is reduced to 19 or fewer, the student will be permitted to continue into the fall semester. A student who fails to reduce his quality point deficiency as required during this waiver period will be suspended prior to the beginning of the fall semester.
- During the semester on suspension, a student is permitted to take a maximum of six credit hours.
- After one-semester period of suspension, a student may apply for full-time readmission. A re-

admitted student or a transfer student on probation may continue in school as long as he incurs no additional quality point deficit.

- A student twice suspended may petition the Admissions and Credits Committee for readmission. The committee will approve for readmission anyone whose aims and circumstances provide clear indication of probable success in college.
- Three suspensions from any institution (or institutions) of higher education are final.
- The status of any student transferring from another institution of higher education will be determined in accordance with the above regulations.

Dean's List

Students who registered for twelve or more hours and receive a grade point average of 3.2 or better are considered honor students and named to the Dean's List.

General Regulations

Each student is responsible for familiarizing himself with the *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Every student at Fairmont State College is entitled to one official transcript of his record free; for each additional copy a fee of one dollar ($1) will be charged. **No student who fails to meet his financial obligations to the College or any department of the college will be given a transcript.**

An applicant for a transcript of credit should furnish the date of last attendance at Fairmont State College and social security number. A married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Requirements for Associate Degrees

General Studies

Associate of Arts

The open-ended self-designed nature of the General Studies program offers various options upon its completion by providing semi-professional and technical-occupational students with a minimal general education. With careful selection graduates can continue in any four-year program at Fairmont State or any other four-year college or university.

The General Studies degree meets the needs of individuals undecided about the kind of post high school training that will benefit them most, of people who discover their job skills need updating or of those who may have to interrupt their education.

Prospects

- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies Requirements

Associate of Arts, Bachelor of Arts and Bachelor of Science Degrees

36 Hours for Bachelor of Science Degrees
48 Hours for Bachelor of Arts Degrees
64 Hours including elective hours for the Associate of Arts

English 104*, 108†, 250, 260 12
Fine Arts 2
  Art 255 2
  or Music 205 2
History and Social Science 12
  Economics 200 or 201 3
  Geography 210 3
  History 107 3
  History 108 3
  History 111 3
  History 112 3
  Political Science 103 3
  Psychology 101 3
  Sociology 110 3
Foreign Language (B.A. degree only) 12
  French, German or Spanish 101, 102, 201, 202 (another foreign language may be substituted with permission)
Physical Education 1
  Any basic activity course.

Science and Mathematics ‡ 6
Biology 101, 102 8
Chemistry 101, 102 8
Chemistry 105, 106 10
Geology 101, 102 6
Mathematics 6
Physics 101, 102 8
Physical Science (select any three) 6
100 Science Methodology 2
101 Astronomy 2
102 Chemistry 2
103 Geology 2
104 Physics 2
105 History of Physical Science 2
Speech 101 3

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* *Foundations 101, Basic Communications is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.*
† *A grade of C or above in English 108 is required for graduation.*
‡ *This 6 hour requirement must be taken in the same discipline.*

General Studies Requirements

The Associate of Arts degree in General Studies for those who intend to pursue the Bachelor of Arts in Teacher Education requires completion of the first 2 years of the Teacher Education General Studies requirements. This degree is designed for those who plan to transfer into a four-year college or university baccalaureate program in Teacher Education. Students plan their courses according to the requirements of the major department in the four-year institution to which transfer is contemplated. Students may major in elementary or secondary education.

Associate of Arts Degree

64 Hours including elective hours

General Studies Requirements
Bachelor of Arts, Teacher Education

Minimum 40 Hours

I. Humanities 17
English 104, 108 6
English 250, 260 6
Speech 210 3
Art 255
or
Music 205 2

II. Social Sciences 12

(Elementary students must take courses with asterisks)

Economics 201 3
Geography 210* 3
History 107* 3
History 108* 3
History 111* 3
or
History 112* 3
Political Science 103 3
Psychology 101 3
Sociology 110 3

III. Science and Mathematics 9-12

Elementary Students

Mathematics 110 3
Physical Science 201, 202 6

Secondary Students

Mathematics 205 3
and
Physical Science 6
100 Science Methodology and any of the following 2
101 Astronomy 2
102 Chemistry 2
103 Geology 2
104 Physics 2
105 History of Physical Science 2
or
Biology 101, 102 8
or
Chemistry 101, 102 8
or
Chemistry 105, 106 10
or
Geology 101, 102 6
or
Physics 101, 102 8

IV. Physical Education 2

Physical Education 100 (Secondary) 2
or
Physical Education 231 (Elementary) 2

General Studies

Associate of Arts

Semester 1

English 104	3
Art 255 or Music 205	2
History or Social Science	3
Physical Education activity	1
Science or Math	2-5
Elective	3
	14-17

Semester 2

English 108	3
History or Social Science	3
Science or Math	2-5
Electives	5-8
	16

Semester 3

English 260	3
History or Social Studies	3
Speech 101	3
Electives	7
	16

Semester 4

English 250	3
History or Social Studies	3
Electives	10
	16

Allied Health Technology

Medical Laboratory Technology

Associate in Applied Science

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State's Community College and two cooperating medical institutions, Fairmont Clinic in Fairmont and United Hospital Center in Clarksburg.

In addition to general studies and a common core of allied health science courses, 43 credit hours are required in clinical lecture and laboratory experience coordinated with a 12 month hospital-clinic laboratory rotation. An overall quality point average

of 2.0 is required in order to begin the clinical year.

The MLT degree is designed in accordance with standards and guidelines provided by the American Society of Clinical Pathologists (ASCP). Upon completion of the associate degree, students are eligible for certification examination as medical laboratory technicians by ASCP.

Because only a limited number of students can be selected each year, applicants are advised to make early application. Admission is based on these factors: high school record, ACT scores and maturity. Personal interviews may be required.

Places of employment:

- Hospitals
- Clinics
- Independent laboratories
- Physicians' offices
- Public health agencies
- Pharmaceutical firms
- Research institutions

Types of jobs:

- Medical laboratory analysis

Medical Laboratory Technology Curriculum

70 Semester Hours

Semester 1

Eng. 104	Written English	3
Math 111	Introduction to Algebra	3
Chem. 101	General Chemistry	4
MLT 101	Introduction to MLT	3
Hth. 104	Anatomy & Physiology	3
		16

Semester 2

Eng. 108	Advanced Written English	3
Chem. 102	General Chemistry	4
Bio. 205	Microbiology	3
Psych. 101	Introduction to Psychology I	3
MLT 102	Introduction to MLT	3
	Elective	1
		17

(All of the above courses must be completed prior to the clinical year.)

Summer

MLT 207	Clinical Laboratory Orientation (Twelve month hospital-clinic rotation)	12

Semester 3

MLT 201	Clinical Microscopy	3
MLT 205	Clinical Biochemistry	5
MLT 206	Clinical Microbiology	5
		13

Semester 4

MLT 202	Clinical Serology	2
MLT 203	Clinical Hematology	5
MLT 204	Immunohematology (Blood Bank)	4
MLT 200	Electrocardiography	1
		12

Medical Laboratory Technology Curriculum

101 Introduction to Medical Laboratory Technology **3 hours**
Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved.

102 Introduction to MLT **3 hours**
Continuation of MLT 101 with emphasis on the practical aspects of medical technology. The student will be exposed to venipunctive techniques and certain manual techniques.

200 Clinical Laboratory Orientation **12 hours**
Twelve month hospital-clinic rotation practicum.

201 Clinical Microscopy **3 hours**
Lectures and laboratory practice in urinalysis, gastric analysis, pregancy tests and other procedures. Lectures will include relationships between test results and physiology of the human system as well as principles of test procedures.

202 Clinical Serology **2 hours**
Lectures and laboratory practice dealing with antigen and antibody reactions in vitro. Relative physiology related to disease process is included in lecture material. Student will become competent in various methods of serial dilutions.

203 Clinical Hematology **5 hours**
Lectures and laboratory practice in blood physiology and disease. Students will be trained in evaluating blood smears of both pathologic and nonpathologic conditions. Physiology of disease process will be included.

204 Immunohematology and Blood Bank **4 hours**
Lectures and laboratory practice in blood banking and antigen-antibody studies dealing primarily with blood transfusions. All legal aspects of blood banking will be included as well as diseases related to the various biochemical constituents will be included.

205 Clinical Biochemistry **5 hours**
Lectures and laboartory practice in procedures utilized in the clinical chemistry laboratory. Principles, reactions and diseases related to the various biochemical constituents will be included.

206 Clinical Microbiology **5 hours**
Lectures and laboratory practice in clinical bacteriology, mycology and parasitology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological identification methods will be used to identify the various bacteria. Diseases related to bacteria will be included.

207 Electrocardiography **1 hour**
Lectures and practice dealing with ECG studies. Students will be taught the various techniques in electrocardiography.

Nursing Education

Associate in Applied Science

The two-year technical or semi-professional nursing program is designed to prepare beginning practitioners of nursing at the staff level. The curriculum includes a balance between nursing and non-nursing courses. Learning experiences in the college and clinical laboratories make up a major portion of the nursing courses. Clinical laboratories may include the local hospital, clinics, schools, home for aged and the state hospital at Weston.

An overall quality point average of 2.0 and a 2.0 quality point average in nursing is required to continue in the program.

Graduates of the program are eligible to take the West Virginia State Board examination for licensure as registered nurses.

Because applications for nursing exceed available space, prospective students are advised to make early application.

Nursing Curriculum
70 Semester Hours
Semester 1

Eng. 104	Written English	3
Nsg. 101	Fundamentals of Nursing	6
H. Ec. 110	Nutrition	2
Hth. 104	Anatomy and Physiology	3
Phy. Sci. 102	Chemistry	2
		16

Semester 2

Eng. 108	Adv. Written Eng.	3
Nsg. 103	Medical-Surgical Nursing	8
Psych. 101	Introduction to Psychology I	3
Phy. Sci. 104	Physics	2
		16

Summer Session

Nsg. 203	Psychiatric Nursing	6

Semester 1

Biol. 205	Tech. Microbiology	3
Nsg. 202	Medical-Surgical Nursing	8
Speech 101	Fundamentals of Speech	3
Soc. 110	Introduction to Sociology	3
		17

Semester 2

Nsg. 205	Maternal and Child Health	8
Nsg. 204	Trends in Nursing	2
Pol. Sci. 103	National Government	3
Elective (with consent of adviser)		2
		15

Places for employment:

Hospitals
Nursing homes and related institutions
Clinics
Sanitariums (long care facilities)

Nursing Curriculum

Nursing 101 Fundamentals of Nursing 6 hours
The study of nursing care common to all patients and the scientific principles underlying that care are emphasized. Topics include: factors affecting health, nurses' role in relation to patient care, the use of problem-solving methods in planning care, development of basic interpersonal and technical skills, and beginning concepts relating to pharmacology. (4 hours lecture, 6 hours lab).

Nursing 103 Medical-Surgical Nursing 8 hours
This course is designed to help students develop an understanding of selected health problems of adults related to man's physiological needs, ways he copes with his environment and adapts to dependency needs as a result of illness. Selected laboratory experience in caring for hospitalized patients will enable the student to develop an understanding and acquire skill related to content being studied and the student's individual needs. (4 hours class and 12 hours of laboratory per week). PR: Nursing 101, Home Economics 110 and HPER 104 (Anatomy and Physiology).

Nursing 202 Medical-Surgical Nursing 8 hours
This course, a continuation of Nursing 103, emphasizes complex health problems and man's emotional and psychological needs. Selected laboratory experience will include care of hospitalized patients and those in other community agencies. (4 hours class and 12 hours laboratory per week). PR: Nursing 203; Biology 205 or may be taken concurrently).

Nursing 203 Psychiatric Nursing 6 hours
A study of the concepts of mental health and common problems of mental illness, with emphasis on nursing care to meet the needs of clients having a functional disorder. The course stresses interpersonal and group relationships, communication skills in interactions, appropriate response to behavioral symptoms, dynamics of behavior and common deviate behavior patterns, a therapeutic environment, current therapies and community mental health resources available to meet the emotional needs of the client and his family. (6 hours class and 12 hours laboratory) — (Off campus summer session). PR: Nursing 103, Psychology 101.

Nursing 204 Trends in Nursing 2 hours
Concerned with the development of nursing as a profession and the rights and responsibilities of practitioners within the profession.

Nursing 205 Maternal and Child Health Nursing 8 hours
A family-centered approach to the care of the mother and child is utilized. Emphasis is on the normal maternity cycle, growth and development, and the community agencies available for care to infants and children. Deviations from health is limited to conditions found only in the general area of maternity and in the pre-adolescent age group and adolescence. PR: Nursing 202.

Radiologic Technology

Associate in Applied Science

The two-year Radiologic Technology degree is an affiliated program of United Hospital Center, Department of Radiology, located in Clarksburg and Fairmont State College. It provides integrated professional radiologic technicians training consisting of general studies, a common core of allied health science and radiology courses. The degree requires a minimum of 27 months, including two summers to complete.

Upon entry into the hospital portion of the training program, the student will receive approximately 3,500 hours of supervised on-the-job learning experience in addition to classroom instruction. A stipend is paid to the student during the last 12 months of the training program.

In the second year of training, a two-month affiliation with the Department of Radiology at West Virginia University Medical Center is completed and is a personal expense to the student. The purpose of this rotation is for clinical experience in radiation therapy, nuclear medicine and various special procedures.

All radiologic instruction is taught by the staff personnel at United Hospital Center, Department of Radiology, in Clarksburg. The Medical Director of Radiology is a licensed physician certified by the American Board of Radiology. Qualified Radologic Technologists, registered by the American Registry of Radiologic Technologists, who assist as clinical instructors, are responsible for coordination of the program. The Hospital Medical Director of Radiology and the Directors of Radiologic Technologists hold adjunct faculty status at Fairmont State College.

Upon satisfactory completion of the degree conferred by Fairmont State College, graduates are eligible to take the registry examination given by the American Registry of Radiologic Technologists. A certificate issued by the Registry recognizes the holder as a Registered Radiologic Technologist, R.T. (ARRT) and qualifies the technologist for membership in the American Society of Radiologic Technologists.

Because applications for admission to the radiology program exceed available space, prospective enrollees are advised to make early application. Admission is based on a number of factors: quality of high school record, American College Test scores, maturity, post-high school experience, etc.

Places of employment:

- Hospitals
- Medical laboratories
- Physicians' and dentists' offices
- Clinics
- Federal and state health agencies
- Mobile x-ray teams

Radiologic Technology Curriculum

75 Semester Hours

Summer Term 1

Phy. 101	Introduction to Physics	4
Hth. 104	Anatomy & Physiology	3
		7

Summer Term 2

Phy. 102	Introduction to Physics	4
Math 111	Introduction to Algebra	3
		7

Semester 1

Eng. 104	Written English	3
Rat. 150	Introduction Radiologic Technology	1
Rat. 151	Darkroom Chemistry & Technique	2
Rat. 152	Nursing Procedures	1
Rat. 153	Radiobiology I	3
Rat. 157	Medical Terminology	2
Rat. 164	Medical Radioisotopes	1
Rat. 166	Departmental Administration	1
Rat. 170	Practicum I	3
		17

Semester 2

Eng. 109	Technical Report Writing	3
Rat. 154	Radiologic Physics	4
Rat. 155	Radiographic Positioning	4
Rat. 156	Medical Surgical Diseases	1
Rat. 171	Practicum II	3
		15

Semester 1

Rat. 156	Principles of Radiographic Exposure	4
Rat. 158	Contrast Procedures	2
Rat. 159	Pediatric Radiography	2
Rat. 160	Protection	2
Rat. 161	Special Radiographic Procedures	4
Rat. 163	Radiation Therapy	2
		16

Semester 2

Rat. 162	Radiobiology II	3
Rat. 167	Principles of Teaching	1
Rat. 168	Equipment Maintenance	1
Rat. 169	Registry Review	4
Rat. 172	Practicum III	4
		13

Radiology Curriculum

150 Introduction to Radiologic Technology 1 hour
Lectures and demonstrations covering the history and development of radiology. This course will provide the student with an orientation into the field and give an elementary look at radiation protection.

151 Darkroom Chemistry and Technique 2 hours
This gives training and knowledge necessary to operate a radiographic darkroom.

152 Nursing Procedures Pertinent to Radiology 1 hour
This course provides the knowledge of those nursing procedures and skills expected of a radiologic technologist.

153 Radiobiology I 3 hours
Lectures will cover Anatomy and Physiology from the point of view of the radiologic technologist.

154 Radiologic Physics 4 hours
Physics of electricity, radiation, production of x-rays and theory of ionizing radiation.

155 Radiographic Positioning 4 hours
This course provides instruction in the radiographic positioning of the structures and organs of the body.

156 Principles of Radiographic Exposure 4 hours
This course gives the student a thorough understanding and knowledge of x-ray technique and to correlate this knowledge with practical application in the radiographic exposure room.

157 Medical Terminology 2 hours
The student is provided the basic vocabulary necessary to function as a Radiologic Technologist.

158 Common Procedures Using Contrast 2 hours
This course will acquaint the student with the common procedures in radiologic technology involving the use of contrast media, the equipment and media used, and the reactions and contra-indications to these media.

159 Pediatric Radiography 2 hours
This course deals with the problems found in radiography of children.

160 Protection to Patients and Personnel 2 hours
Training is given on how to protect both those who are employed in a department of radiology as well as their patients.

161 Special Radiographic Procedures 4 hours
This course will acquaint the student with the specialized and highly technical procedures in radiography.

162 Radiobiology II 3 hours
Continuation of RAT 153.

163 Radiation Therapy **2 hours**
This course gives training in x-ray therapy, Cobalt 60, Radium and other forms of radiation treatment.

164 Medical Uses of Radioisotopes **1 hour**
This course serves as an introduction to the medical uses of radioisotopes.

165 Survey of Medical and Surgical Diseases **1 hour**
This course will acquaint the student with certain changes that occur in disease and injury and their application to Radiologic Technology.

166 Departmental Administration and Office Procedures **1 hour**
The objective of this course is to acquaint the student with the organization, function, supervision and financial arrangements relative to a department of Radiology.

167 Principles of Teaching **1 hour**
This course will acquaint the student with the principles and techniques of good teaching to enable him to assume educational responsibilities in this field.

168 Equipment Maintenance **1 hour**
This course will familiarize the student with the component circuits of an x-ray unit, to permit detection and correction of simple difficulties and how to follow a preventive maintenance program.

169 Registry Review **4 hours**
The purpose of this course is to review all the subjects covered in the training given by the hospital based instructors to prepare the student for the registry examination.

170 Practicum I **3 hours**
An application of the knowledge and technique developed within the radiologic program. Students work under supervision to assist the radiologist and to give the best possible care to patients.

171 Practicum II **3 hours**

172 Practicum III **4 hours**

Business Technology

Accounting

Associate in Science

The two year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry

on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:

Business Organizations
Industrial Corporations
Government Agencies
Independent Accounting Firms

Types of jobs:

Industrial accountants — general, cost, etc.
Public accounting firms — staff positions
Government agencies — financial clerks
Bookkeepers in small businesses
Insurance claims adjusters

Accounting Curriculum
64 Semester Hours

Semester 1

Bus. 141	Business Mathematics	3
Bus. 201	Principles of Accounting	3
Econ. 201	Economic Principles & Problems	3
Eng. 104	Written English	3
	Electives	4
		16

Semester 2

Bus. 202	Principles of Accounting	3
Econ. 202	Economic Principles & Problems	3
EDP 100	Introduction to EDP	3
Eng. 108	Advanced Written English	3
Speech 101 or 107	Fundamentals of Speech or Speech Improvement	2-3
	Electives	2-1
		16

Semester 3

Bus. 301	Intermediate Accounting	3
Bus. 306	Business Law	3
Bus. 406	Federal Income Tax Accounting: Individual	3
*Bus. 404	Cost Accounting	3
	Electives	7-4
		16

* *Recommended but not required*

Semester 4

Bus. 302	Intermediate Accounting	3
Bus. 407	Federal Income Tax Accounting: Partnership & Corporation	3
Psych. 101	Introduction to Psychology I	3
	Electives	7
		16

Clerical

Associate in Science

The Clerical program is offered for students interested in employment in an office but not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

A Medical Records option is also available, providing knowledge of terminology and secretarial skills for medical records transcriptionists or clerks in medical records departments of hospitals, clinics, nursing homes or health agencies, or as secretaries or clerks in hospital units or physicians' offices.

Places of employment:

- Government agencies
- Insurance companies
- Industrial companies
- Banks

Types of jobs:

- Clerk-typists
- Filing Clerks
- Bookkeepers
- Office Machine Operators
- Receptionists
- Mailroom Clerks

Clerical Curriculum
64 Semester Hours

Semester 1

Bus. 102	Introduction to Business	3
Bus. 141	Business Mathematics	3
Bus. 201	Principles of Accounting	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
		16

Semester 2

Bus. 202	Principles of Accounting	3
Bus. Ed. 211	Advanced Typewriting	2
Eng. 109	Technical Report Writing	3
Home Ec. 103	Principles of Clothing Selection	2
Psy. 101	Introduction to Psychology I	3
	Electives	3
		16

Semester 3

Bus. Ed. 251	Business Communications	2
EDP 101	Punched Card Data Processing	2
Speech 101 or 107	Fundamentals of Speech or Speech Improvement	2-3
	Electives	10-9
		16

Suggested List:

Bus. 301	Intermediate Accounting	3
Bus. 306	Business Law	3
EDP 100	Introduction to EDP	3

Semester 4

Bus. Ed. 311	Office Machines	2
Bus. Ed. 351	Ex. Office Admin. Management	3
Bus. Ed. 352	Directed Office Exp.	2
	Electives	9
		16

Suggested:

Bus. 302	Intermediate Accounting	3

Note: Business Education 101 may be utilized as an elective if no previous credit has been earned in this area.

Clerical — One-Year Certificate

32 Semester Hours

Semester 1

Bus. 102	Introduction to Business	3
Bus. 141	Business Mathematics	3
Bus. 201	Principles of Accounting	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
		16

Semester 2

Bus. 202	Principles of Accounting	3
Bus. Ed. 211	Advanced Typewriting	2
Bus. Ed. 311	Office Machines	2
Bus. Ed. 351	Ex. Office Admin. Management	3
Bus. Ed. 352	Directed Office Exper.	2
EDP 100	Intro. to EDP (suggested elective)	3
Eng. 109	Technical Report Writing	3
		16-18

Medical Records Technician

The Medical Records Technician program will provide graduates with the skills necessary for preparing, analyzing, and preserving health information needed by health practitioners, patients, hospitals and the public.

Upon completion of this two-year program, students will have a knowledge of medical terminology and secretarial skills required to function as medical transcriptionists or clerks in any institution or agency which maintains medical records.

Places of employment:
- Doctor's offices
- Clinics
- Hospitals
- Nursing Homes

Type of jobs:
- Clerks
- Medical Records Transcriptionists

Medical Records Technician Curriculum

64 Semester Hours

Semester 1

Bus. Ed. 100	Medical Terminology	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
Hlt. 104	Intro. to Human Anat. & Phys.	3
Sociology 110	Introductory Sociology	3
		16

Semester 2

Bus. Ed. 205	Medical Records Science I	4
Bus. Ed. 206	Med. Records I Dir. Practice I	2
Bus. Ed. 211	Advanced Typewriting	2
EDP 100	Introduction to EDP	3
Eng. 109	Technical Report Writing	3
	Electives	2
		16

Semester 3

Bus. 310	Statistics	3
Bus. Ed. 214	Medical Typewriting	2
Bus. Ed. 305	Medical Records Science II	4
Bus. Ed. 306	Medical Records Directed Prac. II	3
Bus. Ed. 311	Office Machines	2
Speech 101	Fundamentals of Speech	3
		17

Semester 4

Bus. 314	Office Management	2
Bus. Ed. 317	Medical Machine Transcription	2
Bus. Ed. 405	Medical Records Science III	4
Bus. Ed. 406	Medical Records Directed Prac. III	4
Psy. 101	Introduction to Psychology I	3
		15

Electronic Data Processing

Associate in Science

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the operation of a typical commercial or scientific computer installation. Latest statistics from the Department of Labor indicate a continued rapid increase in EDP employment as business continues the automation of most routine office work.

Places of employment:
- Government Agencies
- Insurance Companies
- Banks
- Wholesale Business
- Public Utilities
- Manufacturing

Types of jobs:
- Computer Programmer
- Computer Operator
- Key punch Operator

Electronic Data Processing Curriculum

64 Semester Hours

Semester 1

EDP 100	Introduction to EDP	3
EDP 101	Punched Card Data Processing	2
Eng. 104	Written English	3
Math 205	Fund. Concepts of Math.	3
	Electives	5
		16

Semester 2

Bus. 201	Principles of Accounting	3
EDP 103	FORTRAN Programming	4
EDP 104	Introductory COBOL Programming	4
Eng. 108	Advanced Written English	3
	Electives	2
		16

Semester 3

Bus. 202	Principles of Accounting	3
Bus. 309	Industrial Org. & Man.	3
EDP 201	Assembler Programming	4
EDP 204	Advanced Programming	4
	Electives	2
		16

Semester 4

EDP 205	PL-1 and RPG	4
EDP 230	EDP Special Project	4
	Electives	8
		16

Retail Management

Associate in Science

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership, Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:
- Positions in large and small retail firms
- Vacation resorts
- Hotels
- Motels
- Wholesale establishments

Types of jobs:
- Independent store ownership
- Management training with retail firms
- Sales — retail and wholesale

Retail Management Curriculum

64 Semester Hours

Semester 1

Bus. 102	Intro. to Business	3
Bus. 141	Business Mathematics	3
Bus. 201	Principles of Accounting	3
Eng. 104	Written English	3
	Electives	4
		16

Semester 2

Bus. 202	Principles of Accounting	3
Bus. 300	Retailing	3
Bus. 308	Personnel Management	3
Eng. 108	Advanced Written English	3
	Electives	4
		16

Semester 3

Bus. 304	Marketing	3
Bus. 305	Small Business Management	3
Bus. 306	Business Law	3
Bus. 320	Advertising	3
Econ. 201	Economic Principles and Problems	3
	Electives	1
		16

Semester 4

Bus. 205	Salesmanship	3
Bus. 307	Business Law	3
Bus. 312	Retail Field Experience	4
Econ. 202	Economic Principles and Problems	3
EDP 100	Introduction to EDP	3
		16

Secretarial

Associate in Science

Two-year Secretarial programs provide entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures.

Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program that offers four options from which students may choose to enroll:

- Executive Secretarial
- General Secretarial
- Legal Secretarial
- Medical Secretarial

While the general secretary's primary job is taking dictation and transcribing for one or more persons and often in a stenographic pool, she may also have other duties: typing records and files; answering the

phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters.

As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss's policies as well as the business, she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping his calendar, running personnel errands, handling personal mail, even composing some of the correspondence, which requires a thorough knowledge of gammar, punctuation and spelling.

To qualify as an executive secretary, she may be more an assistant to her boss than a secretary. Functioning in an extra-creative job, she performs assignments on her own initiative, often directing work of others such as a staff of clerk-typists and secretaries. Thus, the Executive Secretarial program, in addition to basic office skills, requires training in management. She must be able to relieve her boss of routine duties, be his representative in dealing with business matters and have responsibility in planning, decision-making and administration.

Legal and Medical Secretarial programs emphasize specialties of the legal and medical professions to enable graduates to function effectively in their respective offices. Those enrolling in the Medical Secretarial program learn to type medical information, acquire a knowledge of medical terminology, medical shorthand and medical secretarial practices, which include keeping records, making appointments, billing, collecting fees and being the practitioners' public relations agent. Practical experience is 120 hours.

The Legal Secretarial program emphasizes preparation of briefs, wills, petitions, corporate minutes and similar documents. A minimum of 120 hours in area law offices is required.

Common to all four options are on-campus courses involving basic stenographic skills and on-the-job training in off-campus offices representative of each of the four degree programs.

Places of employment:
- Business, legal and medical offices
- Government agencies
- Insurance firms
- Banks
- Legal departments

Types of jobs:
Stenographers
Secretaries
Executive Secretaries
Clerical positions

Executive Secretarial Curriculum
64 Semester Hours

Semester 1

Bus. 102	Introduction to Business	3
Bus. 141	Business Mathematics	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
	Electives	2
		15

Semester 2

Bus. Ed. 202	Intermediate Shorthand or electives	4
Bus. Ed. 211	Advanced Typewriting	2
EDP 100	Introduction to EDP	3
EDP 101	Punched Card Data Processing	2
Eng. 109	Technical Report Writing	3
Psy. 101	Intro. to Psychology I	3
		17

Semester 3

Bus. 306	Business Law	3
Bus. Ed. 212	Executive Typewriting	2
Bus. Ed. 251	Business Communications	2
Bus. Ed. 301	Advanced Shorthand & Transcription	4
Bus. Ed. 311	Office Machines	2
Bus. Ed. 351	Executive Office Administrative Mgt.	3
		16

Semester 4

Bus. 314	Office Management	2
Bus. Ed. 204	Secretarial Accounting	3
Bus. Ed. 302	Advanced Shorthand & Transcription	4
Bus. Ed. 314	Executive Dictation & Transcription	2
Bus. Ed. 352	Directed Office Experience	2
Speech 101	Fundamentals of Speech	3
		16

Note: Business Education 101 may be utilized as an elective if no previous credit has been earned.

General Secretarial Curriculum

64 Semester Hours

Semester 1

Bus. 102	Introduction to Business	3
Bus. 141	Business Mathematics	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
Home Ec. 103	Principles of Clothing Selection	2
		15

Semester 2

Bus. Ed. 202	Intermediate Shorthand or Electives	4
Bus. Ed. 211	Advanced Typewriting	2
EDP 101	Punched Card Data Processing	2
Eng. 109	Technical Report Writing	3
Psy. 101	Introductory Psychology I	3
	Electives	3
		17

Semester 3

Bus. Ed. 251	Business Communications	2
Bus. Ed. 301	Advanced Shorthand & Transcription	4
Bus. Ed. 311	Office Machines	2
Speech 101 or 107	Fund. of Speech or Speech Improvement	3-2
	Electives	5-6
Suggested List:		
Business 306	Business Law	3
EDP 100	Introduction to EDP	3
		16

Semester 4

Bus. Ed. 204	Secretarial Accounting	3
Bus. Ed. 302	Advanced Shorthand & Transcription	4
Bus. Ed. 314	Ex. Dictation & Transcription	2
Bus. Ed. 351	Ex. Office Administrative Man.	3
Bus. Ed. 352	Directed Office Exp.	2
	Electives	2
		16

Note: Business Education 101 and 201 may be utilized as electives if no previous credit has been earned in these areas.

Legal Secretarial Curriculum

64 Semester Hours

Semester 1

Bus. 102	Introduction to Business	3
Bus. 141	Business Mathematics	3
Bus. 306	Business Law	3
Bus. Ed. 102	Intermediate Typewriting	2
Eng. 104	Written English	3
	Electives	2
		16

Semester 2

Bus. 307	Business Law	3
Bus. Ed. 202	Intermediate Shorthand	4
Bus. Ed. 204	Secretarial Accounting	3
Bus. Ed. 211	Advanced Typewriting	2
Eng. 109	Technical Report Writing	3
	Electives	1
		16

Semester 3

Bus. Ed. 103	Records Management	2
Bus. Ed. 213	Legal Typewriting	2
Bus. Ed. 251	Business Communications	2
Bus. Ed. 301	Advanced Shorthand & Transcription	4
Bus. Ed. 311	Office Machines	2
EDP 100	Introduction to EDP	3
Electives		1
		16

Semester 4

Bus. 314	Office Management	2
Bus. Ed. 307	Advanced Legal Shorthand & Trans.	4
Bus. Ed. 315	Legal Dict. & Trans.	2
Bus. Ed. 353	Legal Office Admin. Man.	3
Bus. Ed. 354	Legal Office Experience	2
Speech 101	Fundamentals of Speech	3
		16

Note: Business Education 101 may be utilized as an elective if no credit has been earned in this area.

Medical Secretarial Curriculum

64 Semester Hours

Semester 1

Bus. 141	Business Mathematics	3
Bus. Ed. 100	Medical Terminology	3
Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Eng. 104	Written English	3
Hlt. 104	Intro. Human Anatomy & Phys.	3
		16

Semester 2

Bio. 102	Introduction to Biology	4
Bus. Ed. 202	Intermediate Shorthand	4
Bus. Ed. 204	Secretarial Accounting	3
Bus. Ed. 211	Advanced Typewriting	2
Eng. 109	Technical Report Writing	3
		16

Semester 3

Bus. Ed. 214	Medical Typewriting	2
Bus. Ed. 251	Business Communications	2
Bus. Ed. 301	Advanced Shorthand & Trans.	4
Bus. Ed. 311	Office Machines	2
Speech 101	Fundamentals of Speech	3
Psy. 101	Introduction to Psychology I	3
		16

Semester 4

Bus. 314	Office Management	2
Bus. Ed. 304	Advanced Med. Shorthand & Trans.	4
Bus. Ed. 316	Medical Dictation & Transcription	2
Bus. Ed. 355	Medical Office Administrative Man.	4
Bus. Ed. 356	Medical Office Experience	2
	Electives	2
		16

Note: Business Education 101 may be utilized as an elective if no previous credit has been earned in this area.

Secretarial One-Year Certificate Curriculum

32 Semester Hours

Semester 1

Bus. Ed. 102	Intermediate Typewriting	2
Bus. Ed. 103	Records Management	2
Bus. Ed. 201	Beginning Shorthand	4
Bus. Ed. 251	Business Communications	2
EDP 100	Introduction to EDP	3
Eng. 104	Written English	3
		16

Semester 2

Bus. Ed. 202	Intermediate Shorthand	4
Bus. Ed. 204	Sec. Accounting (suggested elective)	3
Bus. Ed. 211	Advanced Typewriting	2
Bus. Ed. 311	Office Machines	2
Bus. Ed. 351	Ex. Office Administrative Man.	3
Bus. Ed. 352	Directed Office Experience	2
Eng. 109	Technical Report Writing	3
		16-19

Business Administration Curriculum

102 Introduction to Business **3 hours**

A survey of the various fields of business designed to acquaint the student with the basic principles, practices and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. For freshmen and sophomores only. Limited to the one-year and two-year curricula and non-majors.

141 Business Mathematics **3 hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of a business. The course content should form a sound basis for further study in the following areas: accounting, business finance, marketing and related business subjects. Special emphasis will be directed to review of the basic arithmetic skills. Does not satisfy mathematics in General Requirements. Not open to students with credit for Math 110, unless fulfilling requirements for A.B. in Business Education.

201 Principles of Accounting **3 hours**
Fundamental accounting theory and procedures: organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for individual proprietorships.

202 Principles of Accounting **3 hours**
The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201 .

205 Salesmanship **3 hours**
A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunities to construct and give sales presentations.

300 Retailing **3 hours**
Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

301 Intermediate Accounting **3 hours**
Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: Bus. 202.

302 Intermediate Accounting **3 hours**
A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: Bus. 301.

304 Marketing **3 hours**
A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202 or consent of instructor.

305 Small Business Management **3 hours**
Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are

studied and the student learns how to succeed as an independent business enterpreneur.

306 Business Law **3 hours**
A study of the nature and function of our legal system, courts, and procedure, including the law of contracts, agency and partnership.

307 Business Law **3 hours**
Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching field in Business Education (Comprehensive). PR: Bus. 306.

308 Personnel Management **3 hours**
A study of the field of personnel management and industrial relations including its background, development and modern practices.

309 Industrial Organization & Management **3 hours**
The emphasis in this course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

310 Statistics **3 hours**
The course includes computation of statistical measurements, methods of collecting and analyzing data and the interpreting of results.

312 Retail Field Experience **4 hours**
Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters.

314 Office Management **2 hours**
The study of office management principles, analysis of office procedures, filing, transcribing, correspondence, reports, business machines and forms. The application of personnel management techniques to office management, office organization and office layouts.

320 Advertising **3 hours**
A survey course of the social, psychological and some technical aspects of advertising. For Business and Journalism students.

404 Cost Accounting **3 hours**
The relationship of cost accounting to the performance of management functions. The role of cost and profit data in management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control, and (4) cost analysis. PR: Bus. 201, 202.

406 Federal Income Tax Accounting: Individual **3 hours**
Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses and other deductions.

407 Federal Income Tax Accounting: Partnership & Corporation **3 hours**
Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. PR: Bus. 406. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge or experience is required.

Business Education Curriculum

Bus. Ed. 100 Medical Terminology **3 hours**
Designed to enable the student to recognize medical words from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently.

Bus. Ed. 101 Beginning Typewriting **2 hours**
A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. Students who have had one year of typing instruction cannot obtain credit for this course.

Bus. Ed. 102 Intermediate Typewriting **2 hours**
PR: Bus. Ed. 101, consent of instructor or high school typing courses. This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms.

Bus. Ed. 103 Records Management **2 hours**
Designed to provide a foundation in the latest methods and systems of retrieving information and the management of a company-wide records system.

Attention is also given to the equipment and supplies available for housing information. Actual practice is provided in alphabetic, subject, numeric and geographical filing systems.

Bus. Ed. 201 Beginning Shorthand 4 hours
Beginning course in shorthand. Introduction of theory and brief forms of Gregg Diamond Jubilee Shorthand. Emphasis is on reading and writing of shorthand at 60 words per minute. Spelling, punctuation and sentence structure are stressed. Students with one or more years of high school shorthand and a grade of **C** or higher are not permitted to take this course for credit.

Bus. Ed. 202 Intermediate Shorthand 4 hours
PR: 201 or Department Placement Test. Continuation of Bus. Ed. 201. Emphasis is on the writing of shorthand from dictation at a minimum of 80 words per minute. Spelling, punctuation and sentence structure are stressed.

Bus. Ed. 204 Secretarial Accounting 3 hours
Designed to meet the needs of the terminal secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

Bus. Ed. 205 Medical Records Science I 4 hours
Orientation to medical records science and function to medical records department, standards of hospital accreditation; responsibilities of hospital administration, medical staff and various hospital departments. Study of basic concepts of medical records; assembly, numbering and filing systems.

Bus. Ed. 206 Medical Records Science Directed Practice I 2 hours
Experience with assembling, numbering and filing of medical records.

Bus. Ed. 211 Advanced Typewriting 2 hours
The problems typed are in related project form and sample the papers prepared in executive, accounting, professional, and government offices. Emphasis is given to composing business communications and to developing decision-making ability. PR: Bus. Ed. 102.

Bus. Ed. 212 Executive Typewriting 2 hours
This course focuses primarily on the advanced typing problems that executive secretaries are expected to solve expertly. The problems start at a

modest level of challenge and progress to those requiring high-level skill and decision-making. PR: Bus. Ed. 102, 211.

Bus. Ed. 213 Legal Typewriting 2 hours
The objective of this course is to establish the maximum typewriting rate and 100% accuracy required for a legal secretary. Emphasis will be placed on the typing of legal correspondence, legal papers, and court documents. PR: Bus. Ed. 102, 211.

Bus. Ed. 214 Medical Typewriting 2 hours
The objective of this course is to establish maximum typewriting rate as a medical secretary. Instruction will include preparation of medical reports, articles, and case histories. PR: Bus. Ed. 102, 211.

Bus. Ed. 251 Business Communications 2 hours
An analysis of the physical mechanics of the business letter. This course includes the writing of effective business letters in sales, collection letters, letters of application, telegrams, cablegrams, business reports, and post office services.

Bus. Ed. 301 Advanced Shorthand and Transcription 4 hours
Emphasis is on the writing of shorthand at a minimum of 100 words per minute and producing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. A complete review of brief forms and derivatives is included. Sustained dictation and transcription of a departmental business vocabulary is emphasized. PR: Bus. Ed. 202 or 2 years of high school shorthand and departmental placement test.

Bus. Ed. 302 Advanced Shorthand and Transcription 4 hours
A continuation of Bus. Ed. 301. Emphasis is on dictation at a minimum of 120 words per minute and producing mailable transcripts. Sustained dictation and transcription of a vocational vocabulary is emphasized. PR: Bus. Ed. 301.

Bus. Ed. 304 Advanced Medical Shorthand & Transcription 4 hours
Designed to give additional practice in spelling and pronounciation of medical terms in addition to developing skill in medical shorthand outlines. Facility in medical dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

Bus. Ed. 305 Medical Records Science II 4 hours
Study of technical activities in the medical records department, record forms, record preservation and storage, indexes and registers, coding and indexing.

Bus. Ed. 306 Medical Records Science Directed Practice II 3 hours
Practical experience in local health facilities in performing technical activities in the medical records department. Admission procedures, interviewing, assignment of patient medical chart numbers, preparation of indexes and registers. Discharge procedures, assembly and analysis of records, filing and storage procedures.

Bus. Ed. 307 Advanced Legal Shorthand & Transcription 4 hours
Designed to give additional practice in spelling and pronounciation of legal terms in addition to developing skill in legal shorthand outlines. Facility in legal dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

Bus. Ed. 311 Office Machines 2 hours
An orientation and practice course for students in the Business or Business Education area. Approximately two-thirds of the course time is given to practice with adding-listing, rotary, electronic calculators, bookkeeping machines, and spirit and ink process duplicating machines.

Bus. Ed. 314 Dictation and Transcription 2 hours
A course which combines the skills of shorthand, typewriting, and English required in the process of producing typewritten transcripts. Practice is given on materials designed to fuse these primary skills in order to develop vocational stenographic competency. Transcription from pre-recorded dictation is also included.

Bus. Ed. 315 Legal Dictation and Transcription 2 hours
The course objectives will be to enable the student to refine his ability to take and transcribe legal dictation and to transcribe from pre-recorded dictation.

Bus. Ed. 316 Medical Dictation and Transcription 2 hours
The course objectives will be to enable the student to refine his ability to take and transcribe medical dictation and to transcribe from pre-recorded dictation.

Bus. Ed. 317 Medical Machine Transcription 2 hours
The course objectives will be to enable the student to refine his ability to transcribe pre-recorded medical dictation and to further his medical vocabulary and knowledge of medical procedures. PR: Bus. Ed. 102, 211, 214.

Bus. Ed. 351 Executive Office Administrative Management 3 hours
The objectives of this course are to familiarize the student with references necessary for this occupation and to provide challenging problems that will require the student to think, analyze, research, set priorities and schedules, and consult with outside authorities.

Bus. Ed. 352 Directed Office Experience 2 hours
A practical course with actual experience in an office. A total of 200 hours in supervised office work and simulation is required for credit in the course. Previous work experience cannot fulfill this requirement. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the A.B. and B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211, 301, 351, 2.0 average in major, minor, and overall i.e. for all work attempted.

Bus. Ed. 353 Legal Office Administrative Management 3 hours
The purpose of this course is to provide helpful background information concerning law theory and practice, an understanding of basic legal and office forms in a style that is universal, and general office procedures.

Bus. Ed. 354 Legal Office Experience 2 hours
The feature of this course is supervised, on-the-job training in either a lawyer's office or in the legal department of a company. The minimum clock hours required will be 140. PR: Bus. Ed. 213, 301.

Bus. Ed. 355 Medical Office Administrative Management 4 hours
This course acquaints the student with common types of office equipment, effective techniques of public relations, efficiency in processing paperwork, and assisting the physician in caring for patients.

Bus. Ed. 356 Medical Office Experience 2 hours
The feature of this course is supervised on-the-job training in either a physician's office, hospital or

clinic. The minimum clock hours required will be 140. PR: Bus. Ed. 214, 301.

Bus. Ed. 405 Medical Records Science III 4 hours
Hospital statistics and research methods. Compiling and reporting vital statistics; norms and formulas for common hospital tabulations. Preparation of case studies and graphic presentation of medical data. Study of basic legal principles and their application in the health field.

Bus. 406 Medical Records Science Directed Practice III 4 hours
Preparation and transcription of various types of medical reports. Research techniques in preparing special study data. Statistics; daily census, computation and presentation of monthly and annual reports, reporting vital statistics, completion of questionnaires.

Economics Curriculum

201 Economic Principles and Problems 3 hours
(For those meeting the requirement of six hours in Economics)
The course approaches the subject from the point of view of Macro-economics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202 Economic Principles and Problems 3 hours
(For those meeting the requirement of six hours in Economics)
This course is devoted to Microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development and similar problems. PR: Econ. 201 or 200.

Electronic Data Processing Curriculum

100 Introduction to Electronic Data Processing 3 hours
Three hours lecture and discussion per week. This course will provide an introduction to the major and minor in Electronic Data Processing as well as a familiarization course for those students not con-

tinuing in the field. The course will cover the nature of data processing with Electronic Accounting Machines and EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages and computer application. Skill in programming with the FORTRAN language will be developed. PR: none. Not open to students with credit in higher level EDP courses.

101 Punched Card Data Processing 2 hours
Three hours lecture and lab per week. Punched card handling and Electronic Accounting Machine System operation. Instruction and practice in card-punching, sorting, collating, and report preparation. PR: none.

103 FORTRAN Programming 4 hours
A continuation of FORTRAN IV through arrays, subscripting, subprograms, and disk file usage. Primary emphasis is placed on language competency and programming in the FORTRAN language with students preparing job decks for computer solution. Three hours lecture and two hours lab per week.

104 Introduction to COBOL Programming 4 hours
Three hours lecture and two hours lab per week. The introductory course for the major business programming language. Students will learn the COBOL language organization and be given practice in planning, writing, and processing COBOL programs. The COBOL language will require the development of a complete understanding of data, records, and files. PR: EDP 100 or consent of instructor.

201 Assembler Pogramming 4 hours
Three hours lecture and two hours lab per week. The development of understanding and skill in computer programming at the Assembler level. Students will become more familiar with the internal operation of the computer, computer language, and programming efficiency. Data processing jobs are planned and processed using the Assembler language available on the computer system. PR: EDP 100, 103, 104 or consent of instructor.

204 Advanced Programming 4 hours
Three hours lecture and two hours lab per week. Advanced course in programming and applications using the COBOL language. The student's knowledge of COBOL is developed to a level of sophistication in the language. Course develops programming efficiency and advanced techniques. Time is devoted to programming and operations in the Computer Center. PR: EDP 104.

205 PL-1 and RPG **4 hours**
Three hours lecture and two hours lab per week. An introduction to procedural languages, PL-1 and RPG. The basic languages will be developed and provide the student an opportunity to process jobs in each language.

230 EDP Special Project **4 hours**
The course may be taken during the summer or the last semester. Independent work will be required by the student with an area computer installation or in the college computer center. Practical application and experience with a data processing project for which the student will have total responsibility. The student and program director will agree on the nature of the project necessary to satisfy the requirement. PR: EDP 103, 204 or concurrent registration.

Engineering Technology

Associate in Science

The two-year program in engineering technology permits those who desire to prepare themselves, in a short period of time, to accept industrial responsibility in the occupational area between the craftsman and the engineer. Industry needs technicians to perform skillful and demanding processes, to supervise the work of others and to assist technologists and engineers.

In addition to a concentrated curriculum in the technological areas of industry, the two-year program provides for courses in general education, science and mathematics with emphasis on job entry skills. The quality of instruction, identical with that in the four-year curricula, permits students, if they choose, to return and complete course work necessary for the baccalaureate degree.

The seven two-year Engineering Technology options include:

- Construction
- Drafting/Design
- Electrical/Electronics
- Manufacturing
- Power
- Printing
- Mining — Civil Option or Mechanical Option

Places of Employment:
Public utility companies
State and municipal public works
Highway departments
Construction Companies

Manufacturing Companies
Printing Companies
Mines

Types of Jobs
Construction:
Building Trades
Residential Construction
Electrical/Electronic
Lab testing
Operation and maintenance of electrical machinery in
Mining
Industry
Home entertainment service
Manufacturing
Operation of machinery
Machine Maintenance
Production
Printing
Layout and design
Photo mechanical work
Press work
Shop supervision
Drafting/Design
Machine design
Electrical drafting
Construction drawing
Power
Auto service technicians
Shop supervisors
Mining
Mine drafting
Machine maintenance
Mine safety

Engineering Technology Curriculum
69-71 Semester Hours

ALL OPTIONS
Semester 1

Eng. 104	Written & Spoken English	3
Math. 101	Applied Technical Math I	3
Phy. 101	Introduction to Physics	4
Tech. 182	Mat. & Processes of Ind.	3
Tech. 190	Industrial Orientation	1
Tech. 193	Per. Prob. & Labor Rel.	3
		17

Semester 2

Eng. 108	Advanced Written English	3
Math. 102	Applied Tech. Math II	3
Phy. 102	Introduction to Physics	4
Tech. 103	Basic Electricity	3
Tech. 121	Drafting	3
Tech. 194	Personnel Administration	3
		19

Semester 3

Eng. 109	Technical Report Writing	3
EDP 100	Introduction to EDP	3
Tech. 170	Statics	3
Tech. 112	Basic Electronics	4
Tech.	Option	4
		17

Semester 4

Econ. 200	Economics or	3
Psych. 101	Introduction to Psychology	
Tech. 270	Strength of Materials	3
Tech.	Option	10-12
		16-18

MINING — 2 YEAR MECHANICAL OPTION

Semester 1

Eng. 104	Written English	3
Math. 101	Applied Technical Math 1	3
Tech. 103	Basic Electricity	3
Tech. 121	Drafting	3
Tech. 190	Industrial Orientation	1
Tech. 195	Mining and Safety Engineering	2
Econ. 200 or Psych. 101	Economics Introduction to Psychology I	3
		18

Semester 2

Eng. 109	Technical Report Writing	3
Math. 102	Applied Technical Math II	3
Tech. 112	Basic Electronics	4
Tech. 182	Materials and Processes	3
Tech. 193	Personnel Problems	3
		16

Semester 3

Eng. 108	Advanced Written English	3
Phy. 101	Introduction to Physics	4
Tech. 206	Electrical Machinery	4
Tech. 170	Statics	3
Tech. 245	Hydraulics	2
Tech. 345	Pneumatics	2
		18

Semester 4

Phy. 102	Introduction to Physics	4
Tech. 194	Personnel Administration	3
Tech. 270	Strength of Materials	3
Tech. 292	Mining Equipment	3
Tech. 315	Industrial Electronics and Controls I	2
EDP 100	Introduction to EDP	3
		18

MINING — 2 YEAR CIVIL OPTION

Semester 1

Eng. 104	Written English	3
Math. 101	Applied Technical Math I	3
Phy. 101	Introduction to Physics	4
Tech. 121	Drafting	3
Tech. 182	Materials and Processes	3
Tech. 190	Industrial Orientation	1
		17

Semester 2

Eng. 109	Technical Report Writing	3
Math. 102	Applied Technical Math II	3
Phy. 102	Introduction to Physics	4
Tech. 103	Basic Electricity	3
Tech. 193	Personnel Problems	3
Tech. 195	Mining and Safety Engineering	2
		18

Semester 3

Eng. 108	Advanced Written English	3
Tech. 112	Basic Electronics	4
Tech. 170	Statics	3
Tech. 292	Mining Equip., Controls and App.	3
Tech. 372	Surveying I	2
EDP 100	Introduction to EDP	3
		18

Semester 4

Econ. 200 or	Economics	
Psy. 101	Introduction to Psychology I	3
Tech. 194	Personnel Administration	3
Tech. 270	Strength of Materials	3
Tech. 291	Mining Drafting	2
Tech. 393	Mine Design, Ventilation and Drain.	3
Tech. 472	Surveying II	2
		16

Engineering Technology Curriculum

103 Basic Electricity **3 hours**
D.C. circuits, the electron theory, resistance, power, magnetism, conductors and insulators. A.C. circuits, including inductance, capacitance, reactance, impedance and phase relationship. 2 hours lecture — 4 hours laboratory.

112 Basic Electronics **4 hours**
Transistor and vacuum tube technology, their theory of operation and application to electronic circuits. PR: 103 and a math course. 2 hours lecture — 4 hours laboratory.

121 Drafting **3 hours**
Drawing as the language of industry, a college level course for beginners, including lettering, sketching, orthographic projections and sectional views with sheet metal design and an introduction to machine drafting. 6 hours lecture — laboratory.

135 Printing Processes **3 hours**
An introduction to the graphic arts, this course is the basic method of placing visual elements on receiver materials. An investigation is made of the relief, intaglio, planographic and porus printing methods; experience is gained in each of these areas and also in the various phases of production of these materials and methods.

148 Engine Theory **4 hours**
A survey of engine design and characteristics. The operation and principle of internal combustion engines; and nomenclature, location and function of stationary and moving parts. 2 hours lecture — 4 hours laboratory.

149 Power Transfer Theory **4 hours**
A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials and other driving mechanisms, as well as direct transfer by air of other fluids. 2 hours lecture — 4 hours laboratory.

150 Carburetion and Ignition Theory **4 hours**
Methods and principles involved in the flow, metering, atomization and dealing with the delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. 2 hours lecture-4 hours laboratory.

151 **4 hours**
The theory and practice of suspension and hydraulic systems used in modern vehicles. 2 hours lecture-4 hours laboratory.

153 Electrical Systems and Air Condition 4 hours
A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator and air-conditioning system.

168 Welding 1 4 hours
The theory, application and treatment of woods and hand and machine wood working. 6 hours lecture-laboratory.

170 Statics 3 hours
A study of force in static equilibrium. Includes concurrent, non-current, coplanar and non-coplanar systems.

171 Machine Shop 4 hours
Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill, saw and other metal working machines with problem solving in layout and machine design. 6 hours lecture-laboratory.

182 Materials and Processes of Industry 3 hours
Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

190 Industrial Orientation 1 hour
An orientation course for the freshman student providing a general view of engineering technology and the place of the technician on the engineering team. Application of the slide-rule to technical problems. Technical report writing.

193 Personnel Problems and Labor Relations 3 hours
A seminar dealing with the problems of labor and management. Wage and hours laws and industrial regulations.

194 Personnel Administration 3 hours
A study of personnel management, industrial supervision and labor-union relations. Also included are job evaluation, wage systems and merit rating.

195 Mining and Safety Engineering 2 hours
A basic survey course relating to exploration, evaluation, development, extraction, cycling, methods and mineral economics as related to mining; mine safety engineering with emphasis upon recently enacted legislation pertinent to mine safety.

203 Electrical Measurement 4 hours
Alternating and direct current circuits, electronic

tubes and semi-conductors; assembly and tracing of electrical and electronic circuits. PR: 103. 6 hours lecture-laboratory.

206 Electrical Machinery **4 hours**
Principles of the construction, operation, and use of direct and alternating current machines. PR: 103. 6 hours lecture-laboratory.

210 Introduction to Computer Electronics **4 hours**
Study and experimentation in logic functions, basic gates and functional circuits used in computers. PR: 103, 112.

221 Graphic Illustration **2 hours**
Industrial illustrating. This course involves a study of machine design, metals and alloys. Small machine assembles will be drawn by the exploded view method showing all parts in relation to other parts. This type of drawing is used extensively by industry for assemblies purposes. PR: 121, 125.

225 Jigs, Fixtures and Machine Design **4 hours**
Characteristics of metal and machine parts emphasizing threads, cams, gears and respective formulas. Principle of location, support and holding parts in jigs and fixtures. 6 hours lecture-laboratory.

231 Image Transfer Mechanisms **3 hours**
An in-depth study of image carriers such as relief plates, lithoplates both surface and deep etch, gravure plates and photo silkscreen. Transfer mechanisms are studied in depth. These include the rotary, cylinder and platen type. Certain specialty operations, such as die cutting, perforation, slitting and folding are also covered. PR: 135.

232 Continuous Tone Photography **2 hours**
A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics; camera formates, lens types, portrait photography, photo journalism and photographic theory ethics.

237 Layout and Design **3 hours**
The function of the art studio and the art director. Time is given to the psychological implication of the printed word and color. The student experiences the various stages of make-up from ideas to camera-ready copy. Time is given to design and production of original work. PR: 138, 231, 232.

238 Graphic Arts Photography **3 hours**
An in-depth study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posteration, duping, choking and duo tones. Time is spent with both press proofing and non-press proofing and in the area of photo fabrication. PR: 138.

245 Hydraulics **2 hours**
A study of the concepts of fluid power transmission, control systems, characteristics of pumps and fluid pressurizing mechanisms. Hydraulic cylinders, cams and fluid motors are explained fully. Surveys of control valves, servos and associated devices are also included.

262 Arc Welding 11 **2 hours**
An advanced course in arc welding dealing primarily with welding metallurgy. A.P.I. and industrial transmissions, metallizing components. Tungsten Inert Gas (T.I.G.), and Gas Metal Arc (M.I.C.) applications. PR: 168.

268 Building Construction **4 hours**
Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. 6 hours lecture-laboratory.

270 Strength of Materials **3 hours**
A study of the behavior of materials under various types of loads, includes stressstrain relationships, torsion, bending stress, riveted and welded joints.

291 Mining Drafting **3 hours**
Drafting as related to elementary descriptive geometry; mining maps, exploration, borehole locations, structural drafting. PR: Tech 121, 372.

292 Mining Equipment, Controls and Application **3 hours**
A survey course with emphasis upon modern equipment for mineral extraction; the practical combination of electrical and hydraulic systems to produce practical mining machinery. PR: Tech 206.

315 Industrial Electronics and Controls 1 **2 hours**
Analysis of direct and alternating current motor starting equipment across the line and step starters, safety devices and remote control circuits. Basic vacuum tubes, power supplies, voltage amplifiers, phase shift circuits and electronic motorcontrol circuits. PR: 112.

345 Pneumatics **2 hours**
Principles and practices in the use of compressed air as a form of power. Valves and controls, power pistons, pressure relief devices and other items necessary for the effective operation and control of pneumatic equipment.

367 Construction Theory & Lab **4 hours**
Introductory course in construction materials and methods. Physical and mechanical properties of wood. Grades and wood. Grades and wood construction. Types of construction and foundations. Cement, gypsum and masonry materials.

364 Manufacturing Processes **4 hours**
Experience on lathe, milling machines, shapers, planers, drill presses, surface and bench grinders, bench work, use and care of micrometers and measuring tools. Application of threading, turning, facing, taper turning on lathes. Use of the plain dividing head and other milling attachments. Drill grinding. Machine shop safety regulations. Forming flat surfaces on shapters and planers. Power sawing applications. PR: 171.

368 Environmental Systems **4 hours**
Study of commercial and residential sanitary systems, sizing and layout of plumbing and sanitary systems, terminology and the interpretation and application of the governing codes.

372 Surveying 1 **2 hours**
Introduction in the use of the engineer's tape, transit and level and the methods of recording field data in note form. Field problems associated with the theory will cover horizontal and vertical measurements, differential, profile and other leveling operations and angular and bearing measurements with the transit. Also included is traverse layout and computing. PR: 107 or Math 102.

395 Mine Design, Ventilation, and Drainage **3 hours**
Mineplant systems study; hauling, machinery requirements and selection; electrical and power transmission; drainage, ventilation, preparation and waste disposal. PR: Tech 291, 472.

415 Electrical Maintenance **2 hours**
Materials, tools, and techniques involved in the maintenance of the electrical and electronic equipment. Switches, breakers, dimmers, timing devices, single and polyphase motors. PR: 103, 315.

472 Surveying 11 **2 hours**
A course dealing with the application of the basic surveying skills. Included are land surveying — rural and urban, highway route surveying, construction surveying, mine surveying and topographic surveying. Each unit will cover field work, note keeping, plotting and computation. PR: 372.

Public Service Technology

Community Service Technician (Social Work)

Associate in Applied Science

Designed to train paraprofessional social workers, the two-year Community Service program meets expanding needs for the social service industry. In coping with poverty alone, the U. S. Labor Department estimates that social services in 1975 will employ almost double the 1965 number of employed workers. This estimate does not include the thousands working in other social and community service programs.

The Community Service two-year program places great emphasis on its field placement experience in which students learn through direct service delivery, thus providing an accurate picture of agency functions.

Places of employment:
- Welfare departments
- Organizations working in correctional institutions
- Drug abuse center programs
- Mental health centers
- Rehabilitation centers

Types of jobs:
- Medical social worker aides
- Caseworker aides
- Food stamp workers
- Recreation social worker aides
- Eligibility welfare specialists

Community Service Technology Curriculum
65 Semester Hours

Semester 1

Soc. 360	Field of Social Work	3
H.Ec. 110	Elementary Nutrition	2
Soc. 110	Introduction to Sociology	3
Eng. 104	Written English	3
Hth. 100	Personal Health	3
		14

Semester 2

Soc. 480	Social Casework	3
Soc. 200	Social Problems	3
Speech 101	Fundamentals of Speech	3
Psych. 101	Introduction to Psychology I	3
Eng. 109	Technical Report Writing	3
		15

Summer (Both Terms)

Practicum 485, 486	6
Seminar 490	3
	9

Semester 3

Soc. 375	Social Groupwork	3
Pol. Sci. 103	American Government	3
Psych. 250	Community Psychology	3
Soc. 310	Sociology of Family	3
Hist. 108	U.S. History II	3
		15

Semester 4

Soc. 499	Seminar	3
Soc. 488 or 489	Practicum	9
		12

Community Service Technican

110 Introductory Sociology **3 hours**
The course is built around selected sociological concepts to provide a general understanding of our modern society.

200 Social Problems **3 hours**
A study of social stresses and strains in important areas of human relationships. PR: Soc. 110

310 Sociology of the Family **3 hours**
A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

360 The Field of Social Work **3 hours**
A study of the history and development of social work with special emphasis upon modern social work agencies and the services which they render. Various types of social work will be considered from the standpoint of the prospective social worker.

375 Social Group Work **3 hours**
The study of group theory as it relates to small groups, large groups, and organizations. Specific areas will include: client groups, task groups, staff

groups, committee structure, organizing groups within communities. Consent of the instructor.

480 Social Casework **3 hours**
A study of the theory, philosophy, goals and techniques of the social case worker and an examination of the pertinent literature. PR: 370. (This course may not be used for the social studies teaching field.)

485 Practicum **3 hours**
An examination of the social welfare agency in its daily operation complete with practical observation and experience. PR: 480. (This course may not be used for the social studies teaching field.)

486 Practicum **3 hours**
An examination of the social welfare agency in its daily operation complete with practical observation and experience. PR: 480. (This course may not be used for the social studies teaching field.)

488, 489 Practicum **6 hours**
An examination of the social welfare agency in its daily operation complete with practical observation and experience. PR: 480. (This course may not be used for the social studies teaching field.)

490 Seminar: Sociological Literature **3 hours**
A course designed to use original sources and publications not primarily used as texts. PR: 470 or consent of the instructor.

499 Seminar: Special Problems in Sociology **3 hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's need. PR: Soc. 470.

Fire Protection and Safety Technology

Associate in Applied Science

With emphasis on developing experience, knowledge and understanding in the areas of fire safety, causes and suppression, Fire Protection and Safety Technology provides students with career competencies to accept positions as full-time and volunteer firemen, members of industrial safety teams or employees of insurance companies, government agencies and inspection service.

Individuals presently employed by fire service organizations or serving with volunteer fire companies, who want to further their education, and those interested in fire protection and safety are eligible to

enroll in this program, which also offers to both paid and voluntary firemen more opportunities for professional development.

Places of employment:
- Government agencies
- Community agencies
- Inspection services
- Industrial safety teams

Types of jobs:
- Full-time firemen
- Volunteer firemen
- Members of industrial safety teams
- Employees of fire insurance companies

Fire Protection & Safety Technology Curriculum
64 Semester Hours

Semester 1

Eng. 104	Written English	3
Phy. Sc. 104	Physics	2
Phy. Sc. 102	Chemistry	2
F.S. 193	Fire Protection Org.	3
Com. 030	EMT	3
Tech. 182	Materials & Processes of Industry	3
		16

Semester 2

Eng. 109	Technical Report Writing	3
F.S. 194	Fire Suppression	3
F.S. 196	Hydraulics & Water Supply	3
Tech. 392	Blueprint Reading	3
F.S. 192	Codes & Practices	3
	Elective	1
		16

Semester 3

F.S. 103	Basic Electricity	3
F.S. 291	Fire Prevention & Inspection	3
F.S. 293	Detection & Suppression Systems	3
F.S. 204	Introduction to Public Administration	3
Tech. 193	Personnel Problems	3
	Elective	1
		16

Semester 4

Tech. 194	Personnel Administration	3
F.S. 292	Fire Tactics	3
F.S. 294	Safety Laws & Insurance	3
F.S. 296	Practicum	4
	Elective	3
		16

Fire Science and Safety Technology Curriculum

103 Basic Electricity **3 hours**
A thorough study of methods and means of electrical power. Students will study AC and DC circuits, phase relationship and basic electrical units.

192 Personnel Administration **2 hours**
A study of personnel management, industrial supervision and labor union relations. Also included are job evaluation, wage systems and merit rating.

193 Fire Protection Organization **3 hours**
Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

194 Fire Suppression **3 hours**
The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

196 Hydraulics and Water Supply **3 hours**
Design of water supply and distribution systems for fire protection. Laboratory experiences in operational and hydraulic problems.

204 Introduction to Public Administration **3 hours**
An introductory study of the origins, structures and processes of government administration.

291 Fire Prevention and Inspection **3 hours**
A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

292 Fire Tactics and Strategy **3 hours**
Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.

293 Detection and Suppression System **3 hours**
Study of heat, sensitivity, thermostats, fusible, elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, power sources, construction, installation and maintenance requirements. Automatic extin-

guishing systems design and layout of water, gas and power systems.

294 Safety Laws and Insurance **3 hours**
OSHA and other regulating codes and practices governing residential and industrial safety. Insurance programs and requirements, claims and adjustments.

296 Practicum in Fire Prevention **4 hours**
128 clock hours of laboratory and/or on the job experience with a fire service organization.

Law Enforcement

Associate in Applied Science

Designed to prepare individuals for effective law enforcement careers, the Law Enforcement program at Fairmont Community College meets state and regional needs by providing experience, knowledge and understanding in the areas of:

- professional law enforcement
- corrections institutions
- probation agencies
- parole agencies
- related careers in criminal justice
- training for inservice personnel
- upgrading for advancement status of police and corrections officers
- corrections agencies

Places of employment:

- local, county and state police
- customs service
- border patrol
- executive protection service
- commercial security agencies
- industrial security agencies
- corrections systems

Law Enforcement
64 Semester Hours

Semester 1

Eng. 104	Written English	3
L.E. 100	Intro. to Law Enforcement	3
L.E. 101	Police Operations	3
Pol. Sci. 103	American Government	3
Psych. 101	Intro. to Psychology I	3
	Elective	1
		16

Semester 2

Eng. 109	Technical Report Writing	3
Soc. 110	Introduction to Sociology	3
L.E. 102	Principles of Criminal Law	3
L.E. 200	Criminalistics	3
Pol. Sci. 205	State & Local Government	3
	Elective	1
		16

Semester 3

Speech 101	Fundamentals of Speech	3
Psych. 230	Social Psychology	3
L.E. 201*	Traffic Law Enforcement	3
L.E. 202*	Police-Community Relations	3
Psych. 300	Abnormal Psychology	3
	Elective	1
		16

Semester 4

Soc. 340	Juvenile Delinquency	3
Soc. 450	Minority Groups	3
L.E. 203	Civil Liberties	3
L.E. 204*	Civil & Police Administration	4
Com. 030	First Aid (EMT)	3
		16

* L.E. 206, Introduction to Corrections, may be substituted.

Law Enforcement Curriculum

100 Introduction to Law Enforcement 3 hours
Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101 Police Operations 3 hours
Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; traditional procedures are questioned and improvements sought. Inter-relationships of various police divisions are also scrutinized.

102 Principles of Criminal Law 3 hours
Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

200 Criminalistics 3 hours
A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search,

fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201 Traffic Law Enforcement **3 hours**
A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202 Police-Community Relations **3 hours**
Law enforcement and the community, relation to schools, public education functions of law enforcement personnel, community attitudes.

203 Civil Liberties **3 hours**
A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

204 Public and Police Administration **4 hours**
Principles of administration and management of the police operation in its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.

206 Introduction to Corrections **3 hours**
A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

210 Techniques of Interviewing **3 hours**
A study of interviewing techniques and procedures; their application to the gathering, organization and presentation of factual information. Special attention to the Supreme Court rulings pertaining to statements of arrested and suspect persons.

211 Field Service Internship **3 hours**
A supervised work experience with an assigned law enforcement agency for purposes of increasing under-

standing of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.

212 General Review **1 hour**
A seminar which includes discussion on such issues as federal assistance to law enforcement, the changing role of the police and new and emerging trends which promise to affect the future.

General Studies, Related and Elective Courses

Eng. 104 Written English **3 hours**
Training in writing and speaking good English, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English, and performance in the laboratory will constitute part of the grade in the course.

Eng. 109 Technical Report Writing **3 hours**
This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: 104 and consent. English 109 can be substituted for English 108 in certain associate degree programs only.

Bus. Ed. 101 Beginning Typing **2 hours**
A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. No credit by examination.

Pol. Sci. 103 American Government **3 hours**
A survey of the American political system dealing with the form and function of the American federal system.

Pol. Sci. 204 Introduction to Public Administration **3 hours**
An introductory study of the origins, structures, and processes of government administration. PR: Pol. Sci. 103.

Pol. Sci. 205 State and Local Government **3 hours**
A study of the structure and function of American state and local governments. PR: Pol. Sci. 103.

Psych. 101 Introduction to Psychology I **3 hours**
Topics include: Psychology as a science, statistics, learning, motivation, emotion, personality and developmental psychology.

Psych. 230 Social Psychology **3 hours**
A study of how man affects and is affected by other men. Topics include: social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psy. 101. (Same as Sociology 305.)

Psych. 300 Abnormal Psychology **3 hours**
A survey of the causes, diagnosis, treatment and prevention of various maladjustments and personality disturbances. PR: Psy. 101, 210.

Soc. 110 Introductory Sociology **3 hours**
The course is built around selected sociological concepts to provide a general understanding of our modern society.

Soc. 340 Juvenile Delinquency **3 hours**
A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

Soc. 450 Minority Groups **3 hours**
A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

Speech 101 Fundamentals of Speech **3 hours**
Primarily concerned with the creation, organization, presentation and analysis of oral messages. An introductory study of the elements of the human oral communication process.

Tech. 232 Continuous Tone Photography 2 hours
A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics, lens types, portrait photography, photo journalism and photographic ethics.

Com. 030 (EMT) 3 hours
Instruction related to preparedness for emergencies and disasters prevalent in our society, including first aid treatment of injuries and other emergency conditions.

Psychological Service Technician

Associate in Applied Science

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in psychology careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

The last of five academic semesters includes a summer of supervised cooperative work experience in an approved agency.

Students will perform therapeutic-preventive roles and be involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation under supervision.

Places of employment:
- Public institutions
- Private institutions
- Corrections organizations
- Schools
- Drug abuse center programs
- Business and industries
- Mental health centers
- Hospitals

Types of jobs:
- Community action workers
- Caseworker aides
- Psychiatric aides
- Public health aides
- Mental health aides
- Employment service interviews
- Social security officers
  - claims
  - interviews

Psychological Service Technician Curriculum

64 Semester Hours

Semester 1

Psych. 101	Introduction to Psychology	3
Soc. 110	Introduction to Sociology	3
Speech 101	Fundamentals of Speech	3
Eng. 104	Written English	3
	Elective	3
		15

Semester 2

Psych. 102	Introduction to Psych. II	3
Psych. 210	Personal Adjustment	3
Psych. 250 or 260	Community Psychology Ind. & Personnel Psychology	3
Psych. 230	Social Psychology	3
Eng. 108 or 109	Advanced Written English Technical Report Writing	3
		15

Semester 3

Speech 240	Group Discussion	3
Psych. 494	Interpersonal Dynamics	3
	*Practicum I	3
	Elective (Psychology)	3
	Elective	3
		15

Semester 4

	*Practicum II	3
	Electives (Psychology)	9
	Elective	3
		15

Semester 5 (Summer)

Seminar 460 4

(This is full-time employment for which pay and academic credit is given, if possible).

**If the Industrial-Personnel emphasis is chosen, then Methods I and II must be taken as psychology-electives along with Practicums I and II (487 and 489) during the third and fourth semester. If Community Service is chosen, then Clinical Practicums I and II are taken.*

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility will allow for an optimum "student-training — job market" fit. It is in the Practicums and Seminar, where the student education experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Psychological Service Technician Curriculum

101 Introduction to Psychology I **3 hours**
Topics include: psychology as a science, statistics, learning, motivation, emotion, personality and developmental psychology.

102 Introduction to Psychology II **3 hours**
Topics include: physiology, sensation, perception, social, behavior pathology, cognitive processes, industrial, community, testing and psychology as a profession. PR: Psychology 101.

210 Personal Adjustment **3 hours**
A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustment and the development of healthy individual adjustment modes. PR: Psychology 101.

230 Social Psychology **3 hours**
(Same as Sociology 305)
A study of how man affects and is affected by other men. Topics include: social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

250 Community Psychology **3 hours**
Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260 Industrial and Personnel Psychology **3 hours**
Psychological concepts and methods as applied to personnel management, human-factors engineering, employee selection, motivation, training, productivity, consumer psychology and human relations. PR: Psychology 101.

494 Techniques of Interpersonal Communications **3 hours**
Development of techniques and basic skills required for effective interpersonal communication with an emphasis on the specific skills necessary to conduct effective interviews and facilitate small group discussion. PR: Courses in Community Service or Industrial-Personnel and consent of instructor.

487 Practicum I or (497 Clinical Practicum I) **3 hours**

489 Practicum II or (498 Clinical Practicum II) **3 hours**

These practicums afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries and institutions. The remaining time is spent in lectures, discussion and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor. The Clinical Practicums (497-498) are similar to the above description but occur in community settings.

460 Seminar **3-4 hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: consent of instructor.

Commercial Design/Graphics Technology

Associate in Applied Arts Degree

This artist-craftsman two-year degree program will qualify individuals for employment in applied design for reproduction and development of graphics materials for commerce and industry. As a technical career-oriented degree, concentration is on processes basic to the design professions, to apply them through reproduction and to provide the technician with a sense of aesthetic appreciation required for industrial design. Emphasis is on design, photography, methods and presentation techniques, knowledge of tools, materials and their drawing application.

Places of employment:
- Advertising agencies
- Design studios
- Exhibit and display businesses
- Department stores
- Industrial organizations
- Photography studios
- Printing plants

Types of jobs:
- Graphics artists
- Commercial illustrators

Commercial Design/Graphics Technology Curriculum

Semester 1

Eng. 104	Written English	3
Art 140	Art Structure & Applied Design	3
Art 142	Drawing	3
Tech. 121	Drafting	3
Tech. 135	Printing Processes	3
Tech. 232	Cont. Tone Photography	2
		17

Semester 2

Eng. 109	Technical Report Writing	3
Tech. 138	Comp. & Photo Mech. Prep.	3
Tech. 237	Layout & Design	3
Tech. 334	Advanced Cont. Tone Photography	3
Art 141	Art Structure & Applied Design	3
		15

Semester 3

Jour. 320	Advertising	3
Art 155	Theory of Art	2
Art. 363	Painting in Watercolor	3
Tech. 238	High Contrast Photography	3
Tech. 231	Image Transfer	3
Jour. 343	Copy Writing	3
		17

Semester 4

Art 241	Drawing from Life	3
Art 341	Graphics	3
Tech. 232	Printing Techniques	4
Art or Tech 290	Practicum	6
		16

Commercial Design/Graphics Technology Curriculum

140 Art Structure and Applied Design 3 hours
Introduces principles of design applicable to various media and techniques used in studio problems.

141 Art Structure and Applied Design 3 hours
Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142 Drawing 3 hours
Development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training and composition.

155 Theory of Art 2 hours
A course designed as an art appreciation course dealing with the aesthetics, philosophy, psychology, sociology of art and its components.

241 Drawing From Life **3 hours**
Drawing from the posed model. Also includes analytical studies of anatomy.

341 Graphics **3 hours**
Introduction to various techniques in printmaking as an artistic expression. PR: Art 142 or consent of instructor.

363 Painting in Watercolor **3 hours**
Introductory course in the fundamentals and techniques of watercolor. PR: Art 140, 141, 142, or instructor's consent.

290 Art or Tech **6 hours**
Supervised on-the-job learning work experience with a cooperating business or industry.

Food Service Management

Associate in Applied Science

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Technology.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. It will also offer opportunities for advancement that may not exist for food service workers without more adequate training.

Places of employment:
- Hotels, motels
- Industrial food management
- Restaurants
- Commercial food processing
- Airlines
- College-school food services
- Cafeterias
- Catering organizations
- Clubs
- Fast food service operations
- Hospitals

Types of jobs:
Restaurant management
Food directors
Cooks
Chef's assistants
Food managers (chain operations)

Food Service Management Curriculum
64 Semester Hours

	Semester 1	
H. Ec. 110	Nutrition	2
H. Ec. 201	Foods	3
H. Ec. 219	Introduction to Food Service	2
Eng. 104	Written English	3
Soc. 110	Introductory Sociology	3
Math. 141	Business Math	3
		16
	Semester 2	
H. Ec. 202	Advanced Foods	2
H. Ec. 220	Diet Therapy & Com. Nutrition	3
Eng. 108	Advance Written English	3
Bus. 201	Accounting	3
Phys. Ed 100	Phys. Ed.	1
Psych. 101	Introduction to Psychology	3
		15
	Semester 3	
H. Ec. 221	Food Service Equipment	2
H. Ec. 222	Food Sanitation & Safety	3
H. Ec. 223	Quantity Foods	3
H. Ec. 224	Practium I	4
	Elective	4
		16
	Semester 4	
H. Ec. 225	Practium II	4
H. Ec. 226	Food Purchasing and Storage	3
H. Ec. 227	Food & Beverage Merchandising	3
H. Ec. 228	Org. & Adm. of Food Service	3
H. Ec. 229	Food Management Seminar	1
Bus. 308	Personnel Management	3
		17

Food Service Management Curriculum

HEC. 110 Elementary Nutrition 2 hours
A study of principles of nutrition and their application to the selection of food for individuals throughout the life cycle under varying economics, social and cultural situations.

HEC. 201 Principles of Food Selection and Preparation 3 hours
A study and application of food principles to food preparation including selection, marketing, nutritional value, storage, preservation and meal service.

The class meets for lecture two times a week with one two-and-one half hour lab period per week.

HEC. 202 Advanced Food **2 hours**
A continuation of Home Economics 201. Emphasis is placed on preparation and demonstration of foods. The theory and practice of preparing and serving family meals requires the management of time, energy and money spent for food.

HEC. 219 Introduction to Food Service Industry **2 hours**
Describes different careers available in the food service industry, discusses training programs conducted by restaurants and other food services and includes tours of different types of food service available in the area.

HEC. 220 Diet Therapy and Community Nutrition **3 hours**
This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Includes both health care facilities and community feeding programs (including school lunch) under supervision of a registered dietitian or food service director.

HEC. 221 Food Service Equipment **2 hours**
Selection of equipment, layout and design for quantity.

HEC. 222 Food Sanitation and Safety **3 hours**
Federal, state and local regulations regarding sanitary and safety controls as they relate to food service; indentification of sources of food-borne diseases and methods of prevention and control; principles of positive health, and personal hygiene, and safety involved in food handling; emphasis is placed on practical application in food service institutions.

HEC. 223 Quantity Foods **3 hours**
Principles and techniques of quantity food preparation. Use of standardized recipes and institutitonal equipment.

HEC. 224 Practicum I **4 hours**
Training in institutional Food Service in cafeteria or food service with supervision.

HEC. 225 Practicum II **4 hours**
Training in institutional Food Service in cafeteria or food service with supervision.

HEC. 226 Food Purchasing and Storage Costs 2 hours
Principles of marketing, sanitation and storage of all food commodities for food service institutions.

HEC. 227 Food and Beverage Merchandising 3 hours
This course discusses catering for different types of social functions, dining room arrangement and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishings, equipment and supplies. In addition, it covers the training of personnel.

HEC. 228 Organization and Administration of Food Service 3 hours
Principles and problems of organization and administration as related to food service. Labor regulations are included.

HEC. 229 Food Management Seminar 1 hour
Coordinates and reviews materials student has learned, discusses various food service management problems and solutions.

Radio/Television Technician

Associate in Applied Science

The first of its kind in West Virginia or bordering states, the two-year Radio-Television Communication Associate in Applied Science degree has been specifically designed for people interested in careers as technicians in the specialized fields of radio and closed and open circuit television.

With strong emphasis on developing marketable skills, the program runs for five semesters. Enrollees receive concentrated course work in radio and television, graphics and electronics. An on-the-job internship is required either at the midpoint or as final completion for the program. Students are assigned to full-time training stations in a broadcast or closed circuit communication system.

Places of employment:
- Public radio stations
- Commercial radio
- Closed and open circuit radio and television systems
- Government communications networks

Types of jobs:
Broadcast technicians
Radio-television repairmen
Skilled maintenance personnel
College technicians

Broadcast Communication Curriculum
64 Semester Hours

Semester 1

Eng. 104	Written English	3
Speech 130	Introduction to Broadcasting	2
Math 101	Applied Technical Math I	3
Tech. 103	Basic Electricity	3
Drama 151	Play Production	2
Drama 152	Theater Workshop	1
		14

Semester 2

Math 102	Applied Technical Math II	3
Speech 107	Speech Improvement	2
English 108	Advanced Written English	3
Music 205	Music Appreciation	2
Speech 134	Radio/TV Production	3
Tech. 232	Cont. Tone Photography	2
		15

Summer

Speech 299	Field Study/Seminar	6

Semester 3

Drama 152	Theater Workshop	1
Drama 301	Theatrical Make up	1
Speech 300	Broadcast Practium	3
Tech. 334	Adv. Cont. Tone Photography	3
	Elective	3
	One of the following: Economics 200 or Political Science 103 or Psychology 101 or Sociology 110	3
		14

Semester 4

Tech. 112	Basic Electronics	4
Drama 152	Theater Workshop	1
Tech. 203	Electrical Measurement	4
Jour. 270	Comm. in Society	2
Speech 300	Broadcast Practium	3
Drama 302	Advanced Make up	1
		15

Radio/Television Technician Curriculum

Speech 107 Speech Improvement **2 hours**
Designed for students who wish to improve the effectiveness of their speech (voice and diction). Train-

ing in pronunciation, enunciation and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement.

Music 205 Music Appreciation 2 hours
A general music course in appreciation. Music of composers of the classical, romantic, and modern periods are discussed, and compositions of these composers are heard through the medium of recordings.

Journalism 270 Communicatiton in Society 2 hours
A survey of mass media: advertising, public relations, journalism education, print and broadcast journalism, as an introduction to their place in society and career possibilities.

Speech 130 Introduction to Broadcasting 2 hours
Survey of the industry and its role in society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. (Formerly Speech 330, Fundamentals of Radio and Television.) Alternate semesters.

Speech 134 Radio/Television Production 3 hours
Production of and participation in actual broadcasts. A study of the techniques used in programming, directing, continuity of writing and music and sound effects. Will require outside class studio practice time. (Formerly Speech 334, Radio and Television Production, 2 hours). May not be substituted for Speech 130 requirement. PR: Speech 130 or consent.

Tech. 103 Basic Electricity 3 hours
D. C. circuits, the electron theory, resistance, power, magnetism, conductors and insulators. A. C. circuits, including inductance, capacitance, reactance, impedance and phase relationship. 2 hours lecture-4 hours laboratory.

Tech. 232 Continuous Tone Photography 2 hours
A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics; camera formats, lens types, portrait photography, photo journalism and photographic ethics.

Tech. 334 Advanced Continuous Tone Photography 3 hours
A continuation of I.E. 232, covering such areas as advanced black and white work, large format camera work, artistic expression and color photography. PR: 232.

Drama 151 Play Production 2 hours
Introduces the student to the principles and techniques of the organization, planning and execution of technical theater production, including scenery, properties, lighting, costuming, sound and stage management.

152 Theater Workshop 1-4 hours
Crew work is assigned to Masquers productions, studio theater productions and/or reader's theater. Opportunities for experience in all areas of technical theater such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Speech 151 is required of all AB Majors and Minors in Speech and Drama (Drama Option) and AB in Education with teaching fields in speech and Drama (grades 7-12) and Language Arts Comprehensive (grades 7-12). No more than one hour can be earned during a semester.

Speech 300 Broadcasting Practicum 6 hours
Opportunity for the student to participate in all aspects of college produced audio and video productions including the "Campus Highlights" radio program, closed circuit television, experimental audio and video programs and various other college produced educational materials employing the electronic media format. PR: 130 and/or 134 or consent.

Speech 299 Field Study/Seminar 6 hours
On-the-job type work experience in the Learning Resource Center or a cooperating broadcast-communication facility. Concurrent seminar sessions on a weekly basis will discuss codes of ethics, employment opportunities, letters of application, interviews and other related activities. Summer session only.

Math 101 Applied Technical Mathematics I 3 hours
An introduction to fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, quadratic equations, radical equations and polynominal equations. This course cannot satisfy general studies requirements.

Math 102 Applied Technical Mathematics II **3 hours**
A continuation of Math 101, this course is designed to develop methods of solving right triangles and oblique triangles using trigonometry. Other topics discussed will be complex numbers, progressions and the binomial theorem. This course cannot satisfy general studies requirements. PR: Math 101.

Tech. 112 Basic Electronics **4 hours**
Transistor and vacuum tube technology, their theory of operation and application to electronic circuits. 2 hours lecture — 4 hours laboratory.

Tech. 203 Electrical Measurements **4 hours**
Alternating and direct current circuits, electronic tubes and semiconductors; assembly and tracing of electrical and electronic circuits. PR: 103, 6 hours lecture-laboratory.

Drama 301 Theatrical Make-up **1 hour**
Fundamentals of the theory and technique of designing and applying theatrical make-up, including laboratory experience and practical experience with Masquers production and studio theatre productions.

Drama 302 Advanced Theatrical Make-up **1 hour**
Practice in advanced design and application of theatrical makeup. Assigned to Masquers productions and studio theatre productions. PR: Drama 301.

Recreational Leadership

Associate in Applied Science

The two-year Recreational Leadership curriculum is designed to provide a foundation of recreation philosophy principles and objectives plus a basic general education during the first year.

The second year consists of an expanded program in recreation theory plus two "field" experiences which are designed to provide practical experience in a variety of recreational settings with different clientele. The program also provides a variety of elective classes in sport coaching, outdoor recreation and aquatic activities.

Recreational Leadership Curriculum

Semester 1

Eng. 104	Written English	3
Bio. 101	Introduction to Biology	4
Saf. 101	First Aid	2
	OR	
EMT 030	EMT	3
Phys. Ed. 231	Games and Rhythms	2
Rec. 141	Introduction to Recreation	3
Rec. 146	Folk and Square Dance	2
		16-17

Semester 2

Eng. 108	Advanced Written English	3
Bio. 102	Introduction to Biology	4
Tech. 186	Recreational Crafts	2
Phys. Ed. 232	Basic Aquatics	2
Rec. 142	Social Recreation	3
Rec. 144	Group Leadership	3
		17

Summer

Rec. 143	Outdoor Recreation	3
Rec. 153	Outdoor Recreation Seminar	3
		6

Semester 3

Speech 101	Fundamentals of Speech	3
Soc. 110	Introduction to Sociology	3
Drama 151	Play Production	2
Bus. 201	Principles of Accounting	3
Phys. Ed. 234	Field Sports	4
	OR	
Phys. Ed. 235	Court Sports	4
Rec. 154	Recreation Field Work I	2
		17

Semester 4

Psych. 101	Introduction to Psychology	3
Mus. 205	Music Appreciation	2
Phys. Ed. 233	Advanced Aquatics — Life-saving	2
Rec. 145	Program Planning & Organization	3
Rec. 155	Recreation Field Work II	2
		12

Recreational Leadership Curriculum

141 Introduction to Recreation **3 hours**
Designed to introduce students to the historical and philosophical foundations of leisure and recreation. Students will be offered the opportunity to develop concepts concerning recreation, the meaning of leisure and recreation, the socio-economic movements which have affected the growth and development of recreation, the economic services and the types of areas and facilities used in recreation.

142 Social Recreation **3 hours**
Designed to present material and information necessary to adequately conduct social recreation in clubs, churches, camps, playgrounds and recreation centers. Emphasis will be placed on acquainting students with planning, programming and conducting social recreational activities.

143 Outdoor Recreation **3 hours**
An overview of the scope and extent of outdoor recreation. The history and development of outdoor recreation, conservation and organized camping are presented. Students will be provided an opportunity to learn camp craft skills and techniques through field trips and outings. Leadership opportunities are provided during camping experiences.

144 Group Leadership **3 hours**
Presentation of information concerning human dynamics, leadership abilities and the identification of types of groups. The course deals with the students obtaining a practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided.

145 Program Planning and Organization **3 hours**
The underlying principles for effective recreation planning are presented. An overview of the variety of program areas associated with recreation are discussed, giving attention to the recreational interests of the participants. The course will present methods of planning, organization and means of providing leadership in program participation and to present information concerning facilities and equipment.

146 Folk and Square Dance **2 hours**
A survey of the history and development of folk and square dancing. The development of necessary skills for participation and teaching a wide variety of folk and square dances. An investigation of appropriate dance activities within various recreational settings.

153 Seminar in Outdoor Recreation **3 hours**
An advanced experience in the organization and presentation of a variety of outdoor programs. Participation will include a number of weekend and extended outdoor experiences plus field studies in outdoor facilities in West Virginia. Offered only during the summer term.

154 Recreational Field Work I **2 hours**
Recreation Field Instruction in Commercial Recreational Agencies is designed to acquaint students with the nature and diversity of recreation programs and services available. Students will be assigned to recreational settings distinctly different in philosophy, organizational structure and clientele served.

155 Recreational Field Work II **2 hours**
Recreational Field Instruction in Public or Voluntary Agencies is a continuation of Rec. 154. The sequence of field work courses are developmental in that they progress from dependency positions to an interdependent position.

Special Curricula

Pre-professional Curricula

Pre-professional work is offered in the following fields:

Dentistry	Medicine	Pharmacy
Law	Medical Technology	

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by WVU authorities for their own pre-professional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the course taken here will meet the requirements they need to meet. The pre-professional field adviser will assist students in making all necessary adjustments.

Pre-medical and Pre-dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. A student should carefully consult the catalog of the professional school which he plans to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the bachelor degree in either biology or chemistry.

The School of Dentistry at WVU requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University.

Biol. 220, 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training

in a professional school of pharmacy. Prospective pharmacy students should plan their programs to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

Course	First Year Hrs.		Second Year Hrs.	
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	3		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

Pre-medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. Entrance requirements of schools of medical technology throughout the nation vary considerably. A student should consult carefully the catalog of the school which he plans to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
		Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
Chemistry	205	Analytical Chemistry	4
Chemistry	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education			1-2

Course such as microbiology, biochemistry and anatomy should not be taken prior to enrollment in the professional school.

Pre-law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Law schools generally admit applicants with a bachelor's degree in any field. Students who plan to attend law school usually major in history, political science or business administration.

* For students not required to take Math 112 and/or 115, Math 116 and 315 are strongly recommended.

Air Force Reserve Officers Training Corps

Fairmont State students may participate in the Air Force officer education program at West Virginia University. A recent agreement permits participation in the university program which has been in existence since 1946.

Air Force ROTC is designed to provide training that will develop leadership abilities, managerial skills and interpersonal attitudes vital to the professional Air Force officer. It is designed to qualify for commissioning those college men and women who desire to serve in the United States Air Force.

Students enrolled in the Air Force officer education program at West Virginia University may earn credit for transfer to Fairmont State College for the courses listed in this section. A maximum of 8 credit hours will be accepted for the first two years and a maximum of 12 hours for the second two years. An Approval of Courses and Permission to Earn Credits for Transfer form should be completed through the Registrar's Office before enrolling for these courses.

College Scholarship Program

Outstanding students from any academic discipline may apply to and be accepted by the Professor of Aerospace Studies at West Virginia University to compete for scholarships under this program.

For students awarded scholarships the government will pay for the cost of tuition, fees, and textbooks as well as provide a $100 tax-free monthly allowance.

Scholarships of this nature are available for two, three and four years.

Benefits

Those enrolled in the Professional Officer Course and all scholarship students are eligible for:

- An allowance of $100 per month during the academic year.
- Space-available travel aboard government aircraft at no cost.

Flight Instruction Program

Students qualified and selected for the pilot category (IP) will be given ground instruction and 25 hours of flight training at no cost. An intensive 15 hour ground instruction course for no credit is available within the Aerospace Studies Department. The ground instruction phase is normally completed during the first semester of the senior year. Flight training, conducted at Morgantown Municipal Airport, normally is taken by students during the second semester of their senior year. No effective credit is given for this instruction.

Distinguished AFROTC Graduate
The professor of Aerospace Studies may designate as a Distinguished AFROTC Graduate a Professional Officer's Course member who:

- Has a superior academic record and high AFOQT score.
- Possesses outstanding qualities of leadership and high moral character.
- Demonstrates leadership ability through achievement in recognized campus activities, both curricular and non-curricular, which, in conjunction with 1 and 2 above, warrants designation as "Distinguished."

Air Force Academy
The President of West Virginia University may annually nominate three outstanding AFROTC students to be enrolled in the Air Force Academy. Applications for the nomination are recommended by the Professor of Aerospace Studies to the WVU President during January of each year.

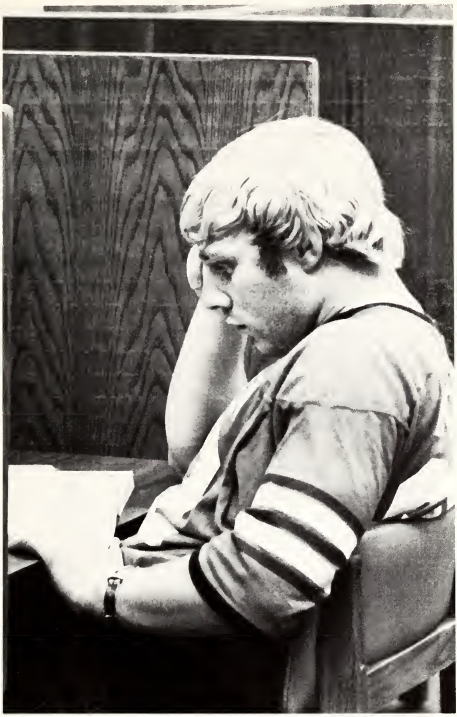
Field Training
Applicants for the Professional Officer Course must attend a summer Field Training Course before entering their junior year. Students who have completed the GMC are assigned to a four-week training unit; however, students who did not complete the GMC must attend a more intensive six-week course. The Air Force will furnish uniforms, housing, medical care and food, in addition to giving students round-trip travel allowance and military pay. Students who successfully complete Field Training then become eligible for the Professional Officer Course.

Curriculum

The curriculum in Air Force Aerospace Studies is divided into three distinct areas: the General Military Course, Corps Training and the Professional Officer Course.

General Military Course

The Air Force course of study offered during the freshman and sophomore years is the General Military Course (GMC), composed of one class hour and one corps training hour per week. Two credit hours are allowed for each semester course successfully completed. Four semesters of the GMC is one means of admission to the Professional Officer Course. However, a two-year Professional Officer Course option is available for those students who do not complete the GMC.



GMC — first year

Air Force Aerospace Studies 1 **2 hours**

Study of the doctrine, mission and organization of the United States Air Force; U. S. strategic offensive and defensive forces; their mission and function.

Air Force Aerospace Studies 2 **2 hours**

Aerospace defense; missile defense; U. S. general purpose and aerospace support forces; the mission, resources, and operation of tactical air forces, with special attention to limited war; review of Army, Navy and Marine general purpose forces.

GMC — second year

Air Force Aerospace Studies 3 **2 hours**

Critical analysis of the development of air power including doctrine, technology, organization and utilization; leadership and managerial communication skills are stressed by having students prepare both written and oral presentations.

Air Force Aerospace Studies 4 **2 hours**
An extension of the previous course in which the development of airpower, doctrine, technology, organization and utilization is analyzed with emphasis upon today.

Corps Training
Corps Training is taken an average of one hour per week throughout the student's enrollment in AFROTC. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. Corps Training involves a study of Air Force customs and courtesies; drill and ceremonies; career opportunities in the Air Force; and the life and work of an Air Force junior officer. Students develop their leadership potential in a practical, supervised training laboratory, which typically includes field trips to Air Force installations throughout the United States.

Professional Officer Course
The Professional Officer Course (POC) corresponds to the junior and senior years of a student's academic course.

The Professional Officer Course is designed to provide highly qualified junior officers for the United States Air Force. Enrollment in the program is based upon such factors as scholarship, physical qualifications, leadership, desire for flying training and academic major. Successful completion of the advanced course qualifies the student for appointment as a second lieutenant in the United States Air Force Reserve.

Instruction averages three hours per week throughout the four semesters in addition to the Corps Training hours required. Three hours of credit are allowed for each of the four semesters' work in the advanced program subsequent to acceptance by each school or college in West Virginia University.

To be eligible for enrollment into the POC, students must meet the following requirements:

- Make application for the POC at the beginning of the second semester of the sophomore year.
- Be physically qualified in accordance with Department of Air Force standards.
- Be under 30-years of age at the time of commissioning, except that pilot and navigator applicants must not be older than 26½ years when commissioned.
- Complete the GMC and field training courses or have equivalent credit in lieu thereof.

- Pass the Air Force Officer Qualifying Test (AFOQT).
- Have a minimum cumulative grade-point average of 2.0.
- Have four semesters of undergraduate or graduate school remaining.
- Enlist in the Air Force Reserve for a period of six years — eight years for those in the college scholarship program.
- Execute a written agreement to complete the advanced course and attend a summer field training course.
- Agree to accept a commission as a second lieutenant in the USAF Reserve and serve at least four years if not on flying status, or six years if pilot or navigator qualified.
- Be accepted by the Professor of Air Force Aerospace Studies.

POC — third year

Air Force Aerospace Studies 105 **3 hours**
PR: GMC or equiv. A study of American defense policy; strategy and the use of force; bureaucracy the technology; and military sociology. Leadership and managerial skills are stressed through both written and oral class presentations.

Air Force Aerospace Studies 106 **3 hours**
PR: AFAS 105 or consent. Analysis of the current national security strategy of realistic deterrence and the management of defense resources; evaluation of modern aerospace weapons systems, space operations, and future roles and missions for the U. S. Air Force.

POC — fourth year

Air Force Aerospace Studies 107 **3 hours**
PR: AFAS 105, 106 or consent. Intensive study of military law, management, command and staff policies, and seminar of leadership theory and career opportunities within the Air Force.

Air Force Aerospace Studies 108 **3 hours**
PR: AFAS 105, 106, 107 or consent. Study of human relationships, problem-solving techniques, management, and leadership case studies; seminar on the junior officer in the Air Force.

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Visitors

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who will notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

FAIRMONT STATE COLLEGE LIBRARY

Correspondence Directory

The Post Office address of the College is

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Clarksburg Center/Community College
Clarksburg, West Virginia 26301
Telephone No. (304) 623-5661

Correspondence should be addressed as indicated below:

Admissions For everything concerned with the admission of students, including requests for the college catalog and other publications, academic credits and information about fees	**Registrar and Director of Admissions**
General College Policy	**President**
Administration	**Vice President for Administration**
Faculty, Curricula, Instruction, Summer Session	**Vice President for Academic Affairs**
Community College Continuing Education and Off-Campus Programs	**Dean of the Community College**
Guidance, Counseling and Housing	**Dean of Student Affairs**
Scholarships, Loan Information and Student Employment	**Financial Aid Office**
College Fees	**Director of Finance**
Publicity, Alumni Activities	**Director of Public Relations and Alumni Secretary**

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